

STUDENT CATALOG

2024

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UNIVERSAL TRAINING INSTITUTE reserves the right to make changes to the contents of this catalog, to make changes in its programs of study and to its schedule of classes and hours of operation, provided that students are given advanced notice. Important information regarding the policies of UTI and its educational program is included in this catalog; students are encouraged to read it carefully.

PRESIDENT'S WELCOME ADDRESS

As a registered nurse for over 40 years, I know the personal satisfaction and sense of worth that comes from sharing my nursing skills with patients who need and appreciate the kind of medical care and personalized attention that nurses can provide. It has been my, and the faculty here at Universal Training Institute (UTI), desire to share our knowledge and expertise with students who share our passion and commitment to helping others.

As you undertake your studies at UTI, know that I, my staff, and every instructor here is willing and eager to help you with your educational pursuit and will provide all the resources at our disposal to contribute to the successful completion of your chosen academic program.

The curriculum in our Practical Nurse Program is challenging but comprehensive to ensure that the knowledge and skills you will need to enter the nursing profession are provided.

UTI is located at the heart of historical city of Perth Amboy, New Jersey. This location and the surrounding areas provide a culturally diverse population and a professional work environment. The School is conveniently located near NJ Garden State parkway, NJ Turnpike, Route 287 Highway 440, and the Staten Island Outer Bridge; and less than one hour away from New Brunswick, Newark in New Jersey and New York City. The location of UTI provides the students with access to diverse cultural interest including, but not limited to a variety of fine restaurants, the library, post office and other places of interest.

It is with great pride that I welcome you to the Universal Training Institute. I congratulate you on your choice of schools and wish you success during your time with us.

Sincerely,

Claudia Houston RN, BSN, MSA

President / CEO

MISSION STATEMENT

The Mission of Universal Training Institute is to provide educational training opportunities for individuals to learn and develop the necessary skill that will allow them to become valued members of the healthcare profession.

VISION STATEMENT

Our Vision is to create a healthcare training system that selects and trains individuals to provide support services to hospitals, clinics, nursing homes, home care facilities and individual practitioners who have committed their lives to assisting others improve their health and wellness in the communities they serve.

UTI PHILOSOPHY OF NURSE EDUCATION

The philosophy of the Practical Nurse education program flows from the mission of the institution to provide the opportunity for individuals to learn and use nursing knowledge and skills which allows them to become valued licensed members of the healthcare team. The curriculum is designed to integrate the art and science of nursing as practical nurses assist individuals to attain, maintain and retain wellness. Inherent in this belief are the following concepts

Humans are individuals who exist in society and are diverse, complex beings, each having physiological, psychological, socio-cultural and spiritual needs.

Environment is comprised of dynamic ever-changing surroundings in which humans exist. This environment consists of family, social and work groups as well as members of the global community. The environment includes those forces (internal and external) which may have a positive or negative influence on individuals and their state of health.

Health is a dynamic state of being viewed holistically and promoted through understanding, caring, adaptive coping, and appropriate system/illness management.

Nursing is an art and science requiring the treatment of human response to actual or potential health problems. Nursing involves a holistic, goal-oriented approach by responding to economic, social and other environmental influences. The practical nurse performs tasks and responsibilities within the framework of case finding, reinforcing patient/family teaching, implementation and evaluation of caring interventions as well as assisting in the collection of data used in formulating plans of care under the supervision of the registered nurse or licensed physician.

Teaching/Learning is a planned process of interaction that promotes behavioral change and facilitates growth. A variety of teaching strategies are employed to maximize learning as contemporary technology is incorporated.

Organizing Framework

Maslow's Hierarchy of Basic Needs serves as the basis for the organizing framework as the faculty believes that health occurs on a continuum from wellness to illness with humans constantly striving to attain and maintain health. The curriculum design progresses from basic to complex and guides the learner to build on prior course, material, skills and experience. This framework provides the foundation upon which students will care for individuals of all ages, in a variety of settings, across the lifespan.

INSTITUTIONAL OBJECTIVES

To achieve its mission, the college has established the following institutional objectives:

1. Retain highly qualified professionals to provide superior instruction in the Practical Nurse Program offered by UTI;
2. Equip students with the skills, knowledge, and abilities necessary to sit for any state required licensing examination or certifications that may be required to obtain entry-level employment in the field of nursing;
3. Promote a sense of cooperation and teambuilding as an essential aspect of the medical and health professions;
4. Foster and maintain relationships with potential employers and professionals to create more employment opportunities for UTI graduates; and, use critical thinking in the decision making process.
5. Encourage and instill in students the importance of continuing education for professional development and career advancement.
6. Encourage managed growth of the institution through the ethical recruitment of qualified students who can benefit from the education and training offered and to ensure the institution's future financial viability and sustained growth;
7. Manage institutional revenues in a conscientious manner that ensures the ongoing availability of instructional and administrative resources necessary to provide quality academic programs and student support services that enhance student success and program completion;
8. Ensure the ongoing effectiveness of institutional operations by supporting and developing a systematic process for planning, implementing and evaluating professional development opportunities for all faculty and administrative staff, by keeping abreast of technological advances that will maximize operational efficiencies, and by assessing outcomes for continual improvement;
9. Commit to being of service to the community through active participation and engagement with local organizations in volunteer activities and outreach efforts and encourage students to join in those efforts.
10. Practice nursing safely using a holistic human needs framework while communicating effectively with clients, families and members of the healthcare team.
11. Implement caring behaviors in a variety of settings using the nursing process while adhering to legal and ethical standards of practice.

Program Outcomes

1. Eighty (80%) of graduates will pass the NCLEX®-PN on their first attempt.
2. Within six months of passing NCLEX®-PN, eighty percent (80%) of the graduates will be employed as Licensed Practical Nurses.
3. Within one year of employment eighty-five percent (85%) of employer respondents will express satisfaction with the graduates.
4. Within one year of graduation eighty-five percent (85%) of graduate respondents will express satisfaction with the program.

Academic Freedom Policy Statement

The teacher is entitled to freedom in the classroom in discussing his/her subject, but s/he should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject.

Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The Institution's teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When s/he speaks or writes as a citizen, s/he should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations.

As a person of learning and an educational officer, s/he should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, s/he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that s/he is not an institutional spokesperson.

INSTITUTIONAL PROFILE

Universal Training Institute (UTI) is a postsecondary institution established in 2006 and located in Perth Amboy, New Jersey. It began offering Licensed Practical Nursing classes in October 2007. With the support of a dedicated, highly qualified and experienced faculty team, UTI trains its students for entry-level employment in practical nursing.

UTI's program is centered on the development of the total student including the social, emotional, intellectual aspects of human life. UTI's program has been carefully developed to provide students with the knowledge and skills required to function efficiently and effectively as crucial and contributing members of a healthcare team.

UTI provides education and training to a cultural and ethnic diversity of students who, upon successful completion of their studies, will contribute to the improvement of the health and wellness of their communities.

While student success is at the core of its mission, UTI recognizes that, ultimately, students must assume responsibility for their own learning and that the role of instructors is to facilitate that learning. To this end, it is the responsibility of both the faculty and the institution to provide an environment in which students' critical thinking skills are stimulated and honed to maximize their learning potentials, and thrive intellectually through the exchange of ideas and interaction with other students and faculty.

It is a goal of UTI and its faculty to help students develop an unwavering commitment to the ethics of the profession and to embrace the necessity of and desire for lifelong learning.

LICENSURE, APPROVALS AND ACCREDITATION

Department of Labor and Workforce Development

Universal Training Institute is licensed as a Private Career School by the New Jersey Department of Education and the Department of Labor and Workforce Development. The Department is located at the following address, directed to either listed office:

(COEI), New Jersey Department of Labor and Workforce Development

John Fitch Way, 5th Floor PO Box 057
Trenton, NJ 08625-0057
(609) 341-2031

“In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287 or email at trainingevaluationunit@dol.nj.gov. ”

State of New Jersey Department of Education

Office of Career and Technical Education
P. O. Box 500
Trenton, New Jersey 08625-0500 privatecareerschools@doe.state.nj.us

New Jersey Board of Nursing

The Practical Nurse Program of Universal Training Institute is approved by the New Jersey Board of Nursing. The Board is located at the following address:

Executive Director
New Jersey Board of Nursing PO Box 45010
Newark, NJ 07101
(973) 504-6430
<http://www.njconsumeraffairs.gov/nursing/>

United States Department of Education (USDOE)

Universal Training Institute is approved by the U.S. Department of Education as an eligible institution to participate in Student Financial Assistance Programs authorized under Title IV of the Higher Education Act of 1965, as amended. They are located at the following address:

U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Tel: 202-401-2000

ACCREDITATION

Accreditation is the process by which an accrediting agency, using peer-review evaluations, determines whether an educational institution meets standards or criteria the agency has established for acceptable levels of quality in the institution's academic and/or training programs, student services, administrative operations, and fiscal capability. The U.S. Department of Education (USDOE) defines the goal of accreditation to be "to ensure that institutions of higher education meet acceptable levels of quality." The USDOE has established regulations to "recognize" those accrediting agencies ("accreditors") which satisfy the federal regulations. Recognition means that the USDOE accepts the accreditor as a reliable authority to evaluate the quality of academic programs and operations of institutions of higher education.

ACCREDITATION

The CEO/President and the Board of Directors of Universal Training Institute are pleased to announce that, effective December 13, 2018, UTI has been awarded initial accreditation by the Accrediting Council for Continuing Education & Training (ACCET) for a period of five years, from December 13, 2021 through December 30, 2026. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING (ACCET)

1722 N Street, NW Washington, DC 20036

Telephone: 202-955-1113 www.accet.org

Initial Accreditation: December 13, 2018

Accreditation Expires: December 30, 2026

Accreditation can be renewed provided that an institution continually complies with the accreditation standards or criteria of the accreditor(s) and fully satisfies the criteria or standards in effect at the time of application for accreditation renewal.

GENERAL ADMISSIONS REQUIREMENT

Universal Training Institute is an equal opportunity institution and accepts students without regard to race, origin, marital status, religion, age, sex, sexual orientation, or disability. UTI upholds the highest standards to maintain the integrity and long-term viability of the school by recruiting the prospective students who demonstrate academic aptitude and proficiency to achieve the learning outcomes of a Licensed Practical Nurse.

Admission Requirements

All prospective candidates are expected to meet and follow UTI's guidelines before being accepted into the LPN program. The minimum requirement for admission includes, but are not limited to:

- Make an appointment with the Admissions Director/Coordinator, or designee, for an initial interview. The candidate will be informed about the required documents needed for admission into the program as well as those documents required for financial aid to include, but are not limited to:
- Be at least 18 years of age.
- Provide proof of U.S. citizenship, permanent residency, or U.S. national status. You are a U.S. citizen if you were born anywhere in the United States or any of its territories, including Puerto Rico, Guam, or the U.S. Virgin Islands. You are a U.S. national if you were born in American Samoa or in Swains Island.
- Provide a valid government-issued ID or other official ID with photo.
- Complete an interview with the Director of Admissions, or his/her designee.
- Take and pass the admissions examination (TEAS). If an applicant does not achieve the minimum acceptable score of on the first attempt, the following re-test requirements apply:
 - Re-test within two weeks following the first attempt.
 - Wait a period of 21 – 30 days before a third attempt, if needed.
 - Wait a minimum of 6 months before making a final re-take attempt.
- Write an admissions essay.
- Be able to speak, read, and write fluently in English (as determined during the admissions interview, the taking of the TEAS exam, and the written essay).
- Provide a verifiable social security card (required for criminal background check and for applicants who intend to apply for financial aid).
- Provide acceptable documentation of completion of high school or its recognized equivalent. Any one of the following is acceptable:
 - Provide a High School Diploma, GED or college degree;
 - Provide a high school transcript from a foreign institution that has been evaluated as equivalent to a U.S. high school diploma. It is recommended that the evaluating agency be a member of the National Association of Credential Evaluation Services (NACES); the Association of International Credential Evaluators (AICE); or, the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

- Take and pass a criminal background check.
- Meet with a financial aid representative and prove ability to pay tuition or to qualify for financial aid.
- Pay the required registration fee.
- Submit all required admissions documentation.
- All newly-admitted students are required to attend an orientation session before they will be allowed to begin classes.
- All successful applicants will be issued an official offer of admission
- Acceptance is only confirmed with an initial down payment
- The candidate who meets all of the requirements for admission will sign an Enrollment Agreement.

To Be Eligible for Financial Aid these Additional Admission Documents Are Required

1. Complete Online FAFSA Application.
2. Submit copy of his/ her most recently filed Federal Tax return (if a dependent student, a copy of the parent's most recently filed Federal Income Tax Return.
3. If male, between the ages of 18 to 25 years, must be registered with Selective Service in order to apply for any of the federal programs.
4. Not be in default of a student loan, or owe a refund on any federal grant as stated in the National Student Loan Data System (NSLDS).
5. A student eligible for financial Aid via loans, must sign promissory note and complete the entrance counselling.
6. The student completes the entrance counselling which becomes part of permanent file.

Criminal Background Screening

Applicants must undergo a criminal background check before being admitted into the LPN Program. New Jersey and all states require a clear, acceptable criminal background check as one condition of licensure to work as a licensed practical nurse (LPN). Each state's Board of Nursing makes the final determination as to whether the background check is acceptable for the position of LPN in that state. Any questions regarding whether the background check will be acceptable in the state where a Practical Nurse graduate wants to practice should be directed to that state's Board of Nursing.

Universal Training Institute cannot and does not guarantee that a student will be able to take the licensing exam, obtain a license as a Practical Nurse, or to obtain employment following successful completion of the program in New Jersey or any other state. Crimes and offenses while in the program could possibly jeopardize a student's eligibility to take the licensing examination (NCLEX®) and find employment as a Licensed Practical Nurse.

Students with Disabilities:

Universal Training Institute complies with applicable provisions of the Americans with Disabilities Act of 1990 and its premises on the second floor are wheelchair accessible by elevator. It is, however, UTI's responsibility to determine, to the extent possible, that every admitted student has the ability to benefit from the training he or she will receive in the Practical Nurse Program.

Any potential applicant who has a physical disability or learning disability will be considered for admission provided that UTI is reasonably able to provide accommodations the applicant would require. In the case of a physical disability that, in the determination of UTI, might impact the applicant's ability to successfully complete the Practical Nurse Program, the potential applicant must provide a certification from a licensed physician that the applicant is physically capable of pursuing the program of study and the physical rigors it requires to be admitted into the program. Additionally, it is importance for the candidate to understand that the rigors of the job may impede them from being able to be hired as a Licensed Practical Nurse hands –on provider. In cases of learning disabilities, UTI provides additional time for testing as well as private testing areas. All such disability cases, must be supported with certified documentation on the Individualized Education Program (IEP). Candidates who self-disclose a disability must provide appropriate documentation for the school to make reasonable accommodations. In the absence of such documentation, the candidate will be referred to a Direct Support Professional for further evaluation to determine what kind of accommodation may be needed so that the appropriate strategies can be incorporated.

Students should have the ability to:

- Aid in the lifting of patients
- Tolerate the sound of alarms and buzzers
- Interact effectively with faculty and staff at UTI, patients, family members, staff and members of the health care team at our affiliating agencies
- Function intellectually and socially to ensure patient safety
- Demonstrate gross and fine motor skills necessary to manipulate equipment, bend, lift and ensure good body mechanics
- Have sufficient eyesight to monitor clients in dim light, chart in print or electronic form, and read records in fine print
- Speak, read, and write clearly and intelligibly in a timely manner
- Comply with additional mandates as determined by individual facilities and clinical sites which include but are not limited to updated immunizations, dress codes, and conformance with professional standards

Equal Opportunity Policy

Universal Institute values diversity and seeks talented students and staff from diverse backgrounds. The school does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age or status as a veteran in the administration of its educational policies, programs, activities, admissions policies, financial aid and loan programs, employment or other school administered programs.

It is against the law to discriminate against any beneficiary of a program financially assisted by Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the individual's status as a lawfully admitted immigrant or as a participant in a WIA program.

Individuals believing that they have been subjected to discrimination in relation to a WIA Title I assisted activity may file a complaint with the Director of Nursing/Program Administrator, or the United States Department of Labor Civil Rights Center, 200 Constitution Avenue NW, Rm. N-4123, Washington, DC 20210.

TRANSFER OF CREDIT POLICY

Universal Training Institute is committed to assisting students successfully navigate through the Licensed Practical Nurse Program as quickly and efficiently as possible. If a candidate was previously in another accredited nursing program recognized by the New Jersey Board of Nursing, Council on Higher Education Accreditation or the National League of Nursing (NLN), and would like to transfer to UTI, all measures will be taken to ensure a smooth transition. UTI will consider accepting transfer credits or clock hours earned at another provided certain criteria are met. The purpose would be to lessen the amount of time and resources previously spent at another postsecondary to expedite the candidate's completion of the program.

1. Only the Director of Nursing/Program Administrator will make the determination as to whether the course or courses requested for transfer credit satisfy all of UTI's criteria. The Director of Nursing/Program Administrator's decision is final and not appealable.
2. The postsecondary institution is accredited by an agency recognized by either the U.S. Department of Education, Council on Higher Education Accreditation.
3. The course or courses being transferred are a part of a Practical Nursing or Registered Nurse program / curriculum that has been accredited by the New Jersey Board of Nursing and /or the National League of Nursing.
4. The course or courses are determined to be comparable in both content and duration to a course or courses offered by UTI.
5. The course or courses were completed within two years of the date that the student is applying for admission into UTI.
6. The grade earned is a "B", or higher.

An "Official" transcript must be sent directly to UTI from the postsecondary institution that the transferring student attended and must be received prior to the student beginning his or her studies at UTI.

If course(s) are accepted on transfer, the tuition and any fees for those courses will be deducted from the total tuition and the student will be responsible only for the remainder of the tuition and fees.

Transfer credit is limited to a maximum of 21.73% of the total clock hours for the program and will only be accepted for the following courses.

- Medical Terminology
- Anatomy and Physiology
- Nutrition
- Communications
- Ethics and Legal Implications

As indicated in the Satisfactory Academic Progress Policy section of this catalog, although grades earned for transfer courses **will not** be included in a calculation of a student's cumulative grade point average (CGPA), the clock hours (or converted credits) will be included in a calculation of total clock hours attempted and total clock hours successful completed.

Transferability of UTI Clock Hours

The decision to accept transfer credits or clock hours is at the discretion of the institution to which the student is applying for acceptance. Although UTI is an accredited institution and its Practical Nurse Program is approved by the New Jersey Board of Nursing and properly licensed by the New Jersey Department of Labor and Workforce Development, it is not likely that successful completion of UTI clock hours will transfer to other postsecondary institutions.

If a student advises UTI that he or she is planning to try to transfer clock hours to another institution, UTI will send an official transcript to the institution and, if requested, copies of syllabi or a catalog.

Post- Admissions Health Requirements:

1. Every student will be required to have a tuberculin skin test (PPD/TST test) within 30 days of enrollment. If a student has a positive test result, a chest x-ray report or QuantiFeron Gold test indicating absence of active disease is required. The PPD/TST test must be completed regardless of the student's Bacillus Calmette-Guerin (BCG) vaccine history.

Note: Taking the Hepatitis B vaccine series is recommended but not required.

2. Students must complete certain health requirements prior to beginning the clinical practice portion of their academic program. Those requirements include the following:
 - a. Submission of a completed health examination form to the Director of Nursing/Program Administrator. This health examination must be valid for the length of time the student is in the Practical Nurse Program.
 - b. Documentation of immunity (with lab titers) to measles, mumps and rubella (MMR immunity), Varicella, and, if born on or after 1/1/ 1957, Rubeola.
 - c. To support a claim of immunization, a student must provide acceptable records showing that vaccination occurred or that the disease was experienced. This documentation is required by the New Jersey Department of Health and may include official immunization records from an American school and/or official records signed by a licensed physician or licensed nurse practitioner.

Malpractice Insurance

Universal Training Institute provides malpractice insurance for all of its active Practical Nurse students, effective from the students' first day of laboratory section and covers the clinical practice as well. The policy covers one million dollars per claim and five million dollars in the aggregate.

Readmission Policy

Students who have left or been withdrawn from an academic program for any reason must submit a request in writing to UTI's Director of Nursing/Program Administrator, asking to be readmitted. Any student who has been out of the program in excess of six months, unless otherwise deemed appropriate by UTI, must restart the program from the beginning. Students who were dismissed for violation of any of the Codes of Student Conduct are not eligible for readmission. A student can be readmitted only once and based on space availability. Before readmission, a student must pay any and all outstanding tuition that was due at the time of his or her dismissal or withdrawal. Students will receive academic credit for all courses previously successfully completed. Students readmitted into a program must complete that program within the maximum time frame as described in the Satisfactory Academic Progress Policy section of this catalog.

NON-DISCRIMINATION POLICY

As mandated by Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, the School does not discriminate on the basis of sex, race, ethnic origin or religion in its admission process to the school or employment in its educational programs or activities.

Inquiries concerning the application of Title IX and its implementing regulations by the School may be referred to the Director of Nursing/Program Administrator or the Office of Civil Rights of the United States Department of Education. Universal Training Institute is committed to achieving a prompt and equitable resolution of any student or employee complaints under Title IX. Any individual alleging noncompliance with Title IX should file a written complaint with the Director of Nursing/Program Administrator who will proceed to investigate the matter. Either the complaining party or Director of Nursing/Program Administrator can demand a forum to address the matter. The complaining party will be given a copy of the written findings of the Director of Nursing/Program Administrator as promptly as possible after the investigation has taken place. These findings will include the Director of Nursing/Program Administrator conclusion as to whether a violation of Title IX has taken place and, if so, the remedial actions to be taken by the Institution.

FEDERAL STUDENT FINANCIAL ASSISTANCE PROGRAMS

(TITLE IV, NJCLASS, NJ WORKFORCE)

Universal Training Institute has been designated by the U. S. Department of Education (DOE) as an eligible institution so that its students may apply to DOE to receive financial aid that is authorized under Title IV of the Higher Education Act of 1965, as amended. As an eligible institution, UTI is required by DOE to disclose all aspects related to students' applying for and receiving Title IV financial aid and other disclosures related to the institution.

These full disclosures are provided in electronic format to all new students during their new-student orientation sessions and are distributed to all students once a year. Additional copies of these disclosures are available in the Office of Financial Aid and the UTI website at www.universaluti.com/additional-information.

Students must meet very specific requirements, complete an online Federal application form called the Free Application for Federal Student Aid (FAFSA), and provide all the supporting documentation required for the government to make the determination whether a student is qualified (eligible) to receive any form of Title IV financial aid.

Financial Aid can be in the form of grants, which are financial assistance that the student does not have to repay, and loans, that must be repaid by the student or, if the loan was taken out by the student's parent(s) on his or her behalf, the loan must be repaid by the parent(s). The most common form of grant is the Pell Grant and the most common loan is the Direct Loan.

Details on the very specific requirements are available from UTI's Office of Financial Aid, UTI's "Student Financial Aid Information" Catalog. Financial Aid office staff is available to explain the application process and to assist students in applying for aid and in understanding their obligations and responsibilities related to paying back Title IV loans.

The contact information for the Office of Financial Aid appears at the end of this section but generally, a student must be enrolled in the Practical Nurse Program as a regular student, must be a U.S. citizen or national or a permanent resident, and cannot be in default on any Title IV loan that he or she may have received previously. A regular student is one who has enrolled in the Practical Nurse Program for the purpose of completing the program, earning a diploma, sitting for the required state licensure exam, and working as a licensed practical nurse (LPN). Once qualified to receive financial aid, a student must maintain Satisfactory Academic Progress in order to remain qualified for that aid.

UTI Financial Aid and Disclosures Contact Information

Ms. Iren Brodskiy, Financial Aid Officer
174 Jefferson Street, Perth Amboy, NJ 08861
(732) 826-0155; email: financialaid@universaluti.com

Types of Title IV Student Financial Aid Programs

Federal Pell Grants:

Pell Grants are awarded to eligible students who have not earned a bachelor's degree. To determine eligibility, the U. S. Department of Education uses a standard formula to evaluate financial need. Unlike loans, grants do not have to be repaid.

Federal Direct Loans:

1. Subsidized

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

2. Unsubsidized

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

3. Federal Parent Plus Loans

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

ELIGIBILITY FOR TITLE IV AID PROGRAMS

This section spells out the general eligibility requirements for Title IV programs by the U.S. Department of Education (US DOE) for post-secondary school students who desire to utilize grants and/or loans offered by US DOE as part of their education funding.

To receive Federal, Title IV Student Financial Aid (SFA) from Universal Training Institute, you will need to:

1. Satisfy all Admission Requirements and be accepted into one of UTI's approved Title IV programs.
2. Sign a statement of Educational Purpose and a certification statement on overpayment and default (found on the FAFSA).
3. Complete all verification and federal reject codes requirements. Students may be selected for verification or clarification of application information. No aid eligibility can be processed until the student provides required information. If provided information varies from the application information, the student's record may have to be submitted to the Federal Central Processor for corrections before any aid is processed.
4. Not have borrowed in excess of Federal aggregate loan limits
5. Sign an Enrollment Agreement;
6. Be enrolled at least halftime to receive assistance from the Direct Loan Programs.
7. Be enrolled in a program that leads to a Diploma or Certificate.
8. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25). Men exempted from the requirement to register include:
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia; and,
 - Non-citizens who first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
9. Have a valid Social Security number, unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
10. Have a High School Diploma or General Equivalency Diploma. Effective July 2012 federal regulations no longer allow new students to be eligible under ability to benefit standards. Students who have previously enrolled as Federal Ability to Benefit students prior to July 2012 will be able to continue to be eligible for Federal Title IV Aid.
11. Complete a Free Application for Federal Student Aid (FAFSA);
12. Sign certifying statements on the *FAFSA* stating that:

- You are not in default on a federal student loan under Title IV.
- You do not owe a refund on a federal *grant under the Title IV program*.
- You will use federal student aid only for educational purposes.

13. Maintain *Satisfactory Academic Progress (SAP)* while you are attending UTI.

14. Demonstrate financial need as determined by the appropriate agency offering the financial assistance.

15. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following classifications:

1. Be a U.S. CITIZEN or U.S. NATIONAL.

You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

2. Be a PERMANENT RESIDENT.

If you have a Form I-551, I-151, or I-551C, also known as a Green Card, you are a U.S. permanent resident.

3. Have a qualifying ARRIVAL-DEPARTURE RECORD.

Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) must show that you have status in one of the following categories:

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant (Status Pending)
- Conditional Entrant (valid only if issued before April 1, 1980)
- Parole

4. Have BATTERED IMMIGRANT STATUS

You have been designated by USCIS as a “battered immigrant-qualified alien” because you are a victim of abuse by your U. S. citizen or permanent resident spouse, or because you are the child of a person designated as such under the Violence Against Women Act.

5. Have a T-VISA. You are eligible if you have a T-visa or a parent with a T-1 visa.

Terms and Conditions of Title IV, HEA Loans

Your loan eligibility is directly correlated to your classification as either Dependent or Independent. Here below are the criteria for both classifications: Independent: For the purposes of federal aid, a student is considered independent if he or she meets one or more of the following criteria:

If ANY of the following circumstances apply to you, you are an independent student; you will not have to provide parental information. If NONE of the following circumstances apply to you, you will be asked to provide parental information and you are considered a dependent student unless the financial aid administrator determines that the student is independent on the basis of special circumstances and performs a dependency override.

- You are 24 years or older or will be by December 31st of the award year
- You are married
- You will be working on a Master's Degree
- You are serving on active duty in the U.S. Armed Forces
- You are a veteran of the U.S. Armed Forces
- You have children, and you provide more than half of their support
- After you turned age 13, both of your parents were deceased
- You have dependents (other than children or your spouse) who live with you, and you provide more than half of their support at the time the FAFSA is completed and through June 30 of the award year.
- You were in foster care since turning age 13 until you reached age 18
- You were a dependent or ward of the court since turning age 13 until you reached age 18
- You are currently or you were in legal guardianship
- You are currently or were an emancipated minor;
- You are homeless or you are at risk of being homeless

Students who claim to be independent may be asked to provide documentation to verify their dependency status prior to receiving financial aid. Students who want to be considered independent due to circumstances other than those listed should contact a financial aid officer prior to completing the FAFSA

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

For UTI's purposes, a student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends.

Conviction for Possession or Sale of Illegal Drugs

A Federal or state drug conviction can disqualify a student for Federal student financial aid (SFA). The student self-certifies in applying for SFA that he or she does not have a drug conviction. UTI is not required to confirm this unless there is evidence of conflicting information.

The chart below illustrates the period of ineligibility for SFA, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If a student was convicted of both possessing and selling illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug conviction will make the student ineligible again.

When a student regains eligibility during the award year, UTI may award Pell and/or loans for the current payment period. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Definition of Financial Need:

Financial need is defined as the difference between the cost of attending school and the student's or families' expected contribution (EFC). A central processor to whom the student's Free Application for Federal Student Aid (FAFSA) is submitted conducts determination of the EFC, based on federal guidelines. The School's Financial Aid Officer then determines the student's Cost of Attendance using nationally-approved living expense guidelines.

COST OF ATTENDANCE

Universal Training Institute sets tuition based on the cost of providing education and training to its students. UTI strives to maintain excellence within its academic programs and to provide abundant instructional resources to guarantee high-quality education and resources.

The U. S. Department of Education allows certain educational expenses to be used when determining a school's Cost of Attendance (COA). The COA is the cornerstone of establishing a student's financial need, as it sets limits on the total financial aid that a student may receive to attend UTI.

The U. S. Department of Education directs UTI to determine costs associated with attending the school in order to determine the amount of financial aid for which a student may be eligible. The COA for a student estimates the total educational and living expenses for a period of academic enrollment.

UTI's Third Party Servicer (ECM) reviews, and if necessary, updates each component annually in adherence with the U.S. Department of Education's standards.

- **Components of COA:** The Higher Education Act of 1965, as amended, define COA components and is calculated based on rules established by the U.S. Congress. The COA includes tuition and fees, allowances for room and board, books, supplies, transportation, loan fees, purchase or lease of a computer, dependent care costs, costs related to disability and miscellaneous expenses.
- **Financial Aid used to meet COA:** all Federal Student Aid Programs (FSA): Federal Pell Grant Program, Federal Direct subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS Loan.
- Note that students must supply documentation of computer costs, dependent care costs, and costs related to disability to have these included in the COA. This is required as expenses for these areas do not apply to all students and may vary significantly from student to student. For students who attend less than six program hours each program, the COA includes only tuition and fees and an allowance for books, supplies, and transportation.
- Students with unusual expenses may request an evaluation of their COA by submitting a letter to the Financial Aid Office detailing the circumstances, amount of expenses involved, and providing documentation of the expenses. The COA determines a student's estimated costs related to attendance at college. It is not intended to reflect full support requirements. Financial Aid provides assistance for educational expenses, not full support. Students should be aware that requests for adjustments to the COA do not, in any way, indicate that there is financial aid available to cover such adjustments.

If a student has questions regarding the COA or their Financial Aid award year, they are to contact the Financial Aid Office at financialaid@universaluti.com or (732) 826-0155.

Cost & Expenses

Cost of Attendance 2023/2024 Award Year

Year: 1	Hours: 900	Months: 9	Months: 9
<u>Cost Type</u>		<u>Living On Own</u>	<u>Living With Parent</u>
Tuition		\$18,888.00	\$18,888.00
Registration Fee		\$75.00	\$75.00
Background Check		\$30.00	\$30.00
Room & Board		\$21,600.00	\$11,700.00
Transportation		\$6,624.00	\$5,168.00
Books, Course materials, supplies and equipment		(Included in Tuition)	(Included in Tuition)
Misc/Personal		\$7,812.00	\$4,770.00
Total Cost of Attendance:		\$55,029	\$40,631
Year: 2	Hours: 296	Months: 3	Months: 3
<u>Cost Type</u>		<u>Living On Own</u>	<u>Living With Parent</u>
Tuition		\$6,212.00	\$6,212.00
Registration Fee		\$25.00	\$25.00
Room & Board		\$9,600.00	\$5,200.00
Transportation		\$968.00	\$755.00
Books, Course materials, supplies and equipment		(Included in Tuition)	(Included in Tuition)
Misc/Personal		\$3,472.00	\$2,120.00
Total Cost of Attendance:		\$20,277	\$14,312

- This is the amount that the Financial Aid Office estimates it will cost student to attend a program at UTI.
- The COA is calculated based on rules established by the U.S. Congress. The COA includes tuition and fees, allowances for room and board, books, supplies, transportation, loan fees, purchase or lease of a computer, dependent care costs, costs related to disability and miscellaneous expenses.
- Note that students must supply documentation of computer costs, dependent care costs, and costs related to disability to have these included in the COA. This is required as expenses for these areas do not apply to all students and may vary significantly from student to student. For students who attend less than six program hours each program, the COA includes only tuition and fees and an allowance for books, supplies, and transportation.
- Students with unusual expenses may request an evaluation of their COA by submitting a letter to the Financial Aid Office detailing the circumstances, amount of expenses involved, and providing documentation of the expenses. The COA determines a student's estimated costs related to attendance at college. It is not intended to reflect full support requirements. Financial Aid provides assistance for educational expenses, not full support. Students should be aware that requests for adjustments to the COA do not, in any way, indicate that there is financial aid available to cover such adjustments.

The type of aid awarded depends upon the student's financial need and eligibility and may include a combination of gift and self-help assistance. UTI's eligibility as a private for-profit institution, has been authorized by the United States Secretary of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 1962 as amended. UTI's Program Participation covers the following federal programs:

- Federal Pell Grant Program.
- Federal Family Educational Loan Program (including the Stafford Loan Program, the Unsubsidized Stafford Loan Program, and the Parent Loan for Undergraduate Students Program).
- The Financial Aid Office applies for funds annually through the Fiscal Operation Report and Application to Participate (FISAP).
- The Federal Pell Grant is an entitlement program. Students must demonstrate financial need to qualify. Disbursement occurs only when the enrollment matches the appropriate Pell award. Pell awards are recalculated when there is a change in the EFC, when the enrollment status changes between terms within the same award year, and when the cost of attendance changes. Students must submit the FAFSA and have electronic data submitted by May 1st of each academic year in order to allow time to process the award.
- In the event of an over award, the student's account is placed on hold until such time that the overpayment is rectified. In addition, the Pell Grant is awarded only to first-time undergraduates. Student eligibility is determined only through the Central Processing System of the Department of Education using the Federal Methodology need analysis formula.

Student Payment Plans:

A student payment plan option is provided for students who have balances remaining after all other financial aid options have been exhausted. Approval for payment plans are made by the financial aid officer and are made on an individual basis. Students making cash payments can arrange for a convenient payment plan over the course of their enrollment. Minimum payment requirements are required and all education costs must be paid in full prior to graduation. UTI accepts cash, money orders and most credit cards: Visa, Master Card, Discover and Debit.

Payment & Billing Schedule:

Tuition and fees are assessed to coincide with the Title IV billing cycles in each academic year. An academic year is defined as 900 clock hours and billing is at the beginning of every 450 clock hours. The remaining 296 clock hours are billed at the beginning of the second academic year after successful completion of 900 clock hours. Students are only financially responsible for the period(s) of enrollment they attend. The School's Cancellation and Refund policies apply as published, whether the student is enrolled in the Day or Evening session.

Delinquent Tuition Payments:

Students are expected to make payments, required by their individual payment plan, on a monthly basis. This is usually due on the 15th of every month. Students who fall behind in tuition payments are contacted by the financial aid office and attempts are made to collect current and past due balances. When a student continues to be delinquent, they may be suspended from class in an effort to give them time to resolve their financial challenges. Upon successful resolution students are able to return to their studies. When a student graduates or withdraws from enrollment, a final billing statement is sent to the student.

Financial Aid Received Prior to Attending Universal Training Institute:

Federal regulations require an institution to determine all previous Federal Title IV aid received by the student prior to disbursement of funds. Therefore, UTI will review all financial aid disbursed by each school at which a student was previously enrolled. Financial aid awarded at other schools could limit available eligibility at UTI.

Requirements for Verification of Permanent Residency:

If a student is an eligible non-citizen for Federal Title IV aid purposes, a database match will be conducted to determine the student's eligibility status with the Department of Homeland Security (DHS). If DHS is unable to complete the match, i.e., social security number, name, and birth date, the student will be asked to submit additional documentation. Students are not eligible for financial aid until verification of permanent residency has been completed.

Requirements for Financial Verification:

A percentage of all students applying for Federal Financial Aid are selected for a process called Verification. UTI will notify you if your application is selected for Verification. If you are notified, please submit the Verification documentation requested by UTI's Financial Aid Office as soon as practicable, but no later than 14 days from the date of notification. Applicants may be required to submit copies of their tax transcripts and, for those who are under the age of 24, their parents' tax transcripts. Failure to submit the requested documentation will jeopardize your Financial Aid. A student's anticipated financial award may be adjusted as determined by the Verification results.

Correction of Information:

If it becomes necessary to correct any of the information on an ISIR as the result of verification or another documentation process, the Financial Aid Department will note the corrections on the current ISIR and submit the corrections electronically to the U. S. Department of Education. A new ISIR showing the corrected information is then generated. Applicants may be required to verify correctness and sign the revised ISIR. If the applicant becomes ineligible for a Federal PELL Grant or other Federal Title IV aid as a result of the corrections in his/her information, the applicant will be notified by the Financial Aid Department. If corrections result in a change in eligibility, the applicant will be so advised and a revised Financial Plan will be developed for the applicant's review and approval.

Renewal Applications:

Students applying for a second academic year of financial aid must complete all required applications and submit additional paperwork, as necessary, when requested by the Financial Aid Department. Failure to do so could result in the student being required to make cash payments to the School or may result in the student being dismissed from UTI.

Note: The entire financial aid application process and verification process, if applicable, must be completed for each academic year.

Loan Default Prevention:

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously. Some helpful hints on avoiding delinquency are as follows:

- Send in your payment each month even if you haven't received a bill.
- Send in larger or additional payments to reduce the amount of interest you pay on the loan. Be sure to indicate if you want the extra amount applied to the principal or used as a future payment.
- Remember that overpaying one month does not mean that you can skip or reduce next month's payment.
- Call your lender/servicer immediately if you are unable to make a payment on time or if you have a financial hardship. The lender/servicer may be able to work out an alternative plan.
- Know your deferment rights. After sending in the necessary forms, follow up with your lender/servicer to confirm that your loan(s) has been deferred.
- Understand your rights and responsibilities under each loan program. Keep all paper work such as promissory notes, lender correspondence, cancelled checks, etc.
- Always call to resolve a discrepancy. Never ignore correspondence or requests for payment from your lender/servicer.
- If you do default on your loan(s) in spite of all the arrangements available to prevent this from happening, you can expect all or some of the following repercussions:
- Your status may be reported to a national credit bureau and have a negative effect on your credit rating for seven years.
- You may lose deferment possibilities.
- Your wages may be garnished.
- Your federal and state income tax refunds may be withheld.
- You may be ineligible to receive any further federal or state financial aid funds.
- The entire unpaid amount of your loan, including interest and cost of collection, may become due and payable immediately.

Students may obtain additional information about loan repayment and default prevention guidance from the Financial Aid Office.

****Please be advised that all students receiving federal loans must complete both an Entrance and Exit counselling.***

Financial Aid Ombudsman:

A UTI financial aid officer reviews with student borrowers the availability of the Department of Education's Office of the Ombudsman during exit advising. Borrowers are advised that if they have a dispute regarding a student loan that cannot be resolved through normal communication channels with their loan servicer, they may contact:

U. S. Department of Education

FSA Ombudsman Group

830 First Street, N. E., Mail Stop 5144

Washington, D.C. 20202-5144

Via on-line assistance: <http://studentaid.gov/repayloans/disputes/prepare>

Via telephone: (877)557-2575 Via fax: (202)275-0549

New Jersey CLASS Loan

UTI is an accredited and registered school to process NJCLASS loan for students who are residents of New Jersey.

Students are advised to contact the financial aid office for more information on the eligibility requirements dependent on having submitted an application for Title IV through FAFSA

New Jersey State Financial Aid Programs General eligibility requirements:

The results of the FAFSA must be on file and the student must:

- 1) Be accepted for at least half-time study at UTI in an eligible undergraduate program of study.
- 2) Be a citizen, permanent resident or eligible non-citizen of the U.S.
- 3) Be a bona-fide domiciliary resident of New Jersey.
- 4) Meet satisfactory academic progress standards.
- 5) Meet the federal eligibility requirements
- 6) Demonstrate financial need.

Apply through <http://hesaa.org>

UTI must, when awarding scholarships and other financial aid, comply with various federal regulations that are designed to ensure fairness, equity, and responsiveness to individual students.

These federal policies, in part, require the UTI:

- 1) To coordinate aid from Title IV programs with the UTI other federal and non-federal student aid programs;
- 2) To properly package and most effectively use the various types of student assistance (federal, state, institutional, private, etc.);
- 3) To ensure that a student's financial aid package does not exceed his or her need.

NJ Department of Labor & Workforce Grant

Please be advised that New Jersey has 21 counties. Each New Jersey resident may be eligible for tuition assistance by their requisite county. Student eligibility for aid is determined by the student's local unemployment office based on the NJ Department of Labor's Criteria. Once such determination is made the institution is thereby contact by the requisite county to and entered into a contract.

SATISFACTORY ACADEMIC PROGRESS (SAP) Policy

All students are required to meet the standards of Satisfactory Academic Progress (SAP) while enrolled in the Practical Nurse Program at Universal Training Institute. Additionally, to be eligible for Title IV Aid, a student must maintain Satisfactory Academic Progress (SAP) as per section 668.16 of HEA 1965, maintain a minimum cumulative grade point average of 75%, or higher and complete the program within the maximum 150% time frame.

The U.S. Department of Education regulations require the SAP policy for students receiving financial aid to be the same as, or stricter than, the policy used for students enrolled in the same educational program who do not received federal aid. It consists of both a Qualitative and Quantitative measurement which are measure at the end of each payment period or end of every course.

The SAP Policy tells you:

- What cumulative grade-point average you need to maintain throughout the duration of the program (2.5);
- How quickly you need to be moving toward graduation (for instance, how many clock hours you should have successfully completed by the end of each academic term);
- How an incomplete class, withdrawal, repeated class, or transfer of credits from another school affects your satisfactory academic progress;
- How often UTI will evaluate your progress, (at the end of every course);
- What will happen if you fail to make satisfactory academic progress when you are evaluated for academic progress;
- Whether you are allowed to appeal UTI's decision that you haven't made satisfactory academic progress (reasons for appeal usually include the death of a member of your family, your illness or injury, or other special circumstances); and
- How you can regain eligibility for federal student aid.

Satisfactory Academic Progress Policy (SAP):

All students are required to meet the Standards of Academic Performance (SAP), that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement to successfully complete all required clock hours for the program.

As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the **required completion rate of 75%** at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the diploma for the Practical Nurse program.

Qualitative Measurement: Students must have a minimum cumulative grade point average related to their total hours attempted, including make-up hours.

Quantitative Measure: Students must show a successful rate of progression through the program, measured by successful completions of 90% of all hours attempted, including accepted transfer credit hours, but excluding remedial clock hours. This measurement is evaluated on cumulative hours and is determined using the following calculation. Total Earned Hours divided by Total Attempted Hours.

Cumulative Grade Point Average: The Grade Point Average shall be awarded at the end of every course. A student who failed to meet the minimum requirement of 2.5 (C+) will be placed on academic warning and Academic Improvement Plan instituted for the student. Failure to adhere to the AIP may result in immediate placement on Academic Probation. Students are made aware of their SAP status at the end of every course.

A student who failed to make CGPA of 2.5 at the next SAP evaluation period shall be automatically placed on Academic Probation.

Completion Rate/Pace Calculations: To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours attempted. UTI calculates a student's pace progress at the end of each course divided by the number of hours attempted. In order to demonstrate a satisfactory pace rate at the completion of each course, Practical Nurse students must complete at least 90% of the clock hours attempted.

Students who failed to meet the PACE standards are placed first on Financial Aid Probation. If there is no improvement over the next course, they may appeal the decision and be placed on Financial Aid Probation. The Financial Aid Coordinator in coordination with the Director of Nursing/Program Administrator monitors PACE progress.

For programs longer than one academic year. UTI will continue to measure each student's satisfactory academic progress at the end of each subsequent course until the end of the student's program. Students who do not meet the minimum standards for clock-hours attempted or cumulative grade point average at any evaluation point will receive written notification from the Director of Nursing/Program Administrator or designee in the form of an academic advising plan. The student will meet with the Director of Nursing/Program Administrator or designee to create and implement an academic plan to assist the student with meeting SAP by the next evaluation point. The plan will be signed by all parties with the original placed in the student's academic file and a copy provided to the student.

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe of 150%, pace of completion or CGPA, the student will be informed they cannot meet the graduation requirements and be considered a graduate.

MAXIMUM TIME FRAME (MTF)

Students who adhere to their assigned class schedules and achieve the minimum passing scores_or standards in their theory classes and in any laboratory and clinical components will complete the Practical Nurse Program in 1196 clock hours.

Any student who, for any reason, has not remained on track with his or her studies, UTI's Director of Nursing/Program Administrator and Financial Aid Officer will remind them that the **maximum time frame (MTF)** to successfully complete the program is 1794 clock hours.

The MTF, which is 1.5 times the normal completion time of 1196 clock hours, is computed from the very first clock hours in which the student enrolled and originally began his or her studies at UTI. Any student who does not successfully complete the Practical Nurse Program within the 1794 clock-hour MTF cannot earn the Practical Nurse Diploma.

The MTF for transfer students will be adjusted individually according to the total number of clock hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the UTI program will be multiplied by 1.5 to determine his/her MTF. Any clock hours (or converted credit hours) accepted on transfer are not included in the percentage calculation of total clock hours successfully completed out of all clock hours attempted, the MTF for transfer students is the same, 1794 clock hours, as for all other students.

Program	Program Clock Hours	Maximum Clock Hours Allowed to Complete Program
Practical Nursing	1196	1794

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

Although faculty discusses a student's progress with him/her at the midpoint of each course, students are officially evaluated for academic progress after the successful completion of every course, but no later than 450 clock hour intervals.

1. If a student fails a course, the student is immediately placed on Academic Probation.
2. The student will remain on Academic Probation until;
 - a. The student retakes the failed course when it is next offered, or no later than six months following the failed course. During this time, the student must adhere to the Academic Improvement Plan provided by the Director of Nursing/Program Administrator and must make satisfactory progress under that plan. Failure to do so can result in the student's being academically dismissed from UTI.
 - b. If the student takes the course a second time and passes it, the student is removed from Academic Probation, provided that the student's CGPA is 2.5 or higher and has an attendance rate greater than 90%. The failed grade will be replaced with the passing grade.
 - c. If the student fails the course for a second time, the student is academically dismissed from the program.
3. If UTI has determined that it is mathematically impossible for a student to achieve the minimum CGPA prior to reaching the maximum time frame (MTF), that student will be academically dismissed from the institution

Failure to Achieve Satisfactory Academic Progress:

Students failing to meet the required SAP minimums will be placed on Financial Aid Probation. While on Financial Aid Probation, students will not remain eligible for Title IV Federal Financial Aid. Students will receive academic advisement to assist them in improving their academic progress. Students may only remain on Financial Aid Probation for one term or payment period. Students who achieve the required SAP minimums at the end of the term or payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the next term or payment period must follow the appeals procedures stated within this policy to be placed on Financial Aid Probation; however, if he or she can demonstrate the ability to complete the program within the maximum time frame of the program they may remain enrolled although they will not be eligible for Title IV Federal Financial Aid.

Financial Aid Probation:

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will receive an academic advising plan to assist them in improving their academic progress. Students who successfully appeal due to mitigating circumstances and are placed on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid. Students may only remain in Financial Aid Probation for one term or payment period. A student who achieves the required SAP minimums at the end of the term or payment period where he or she is on Financial Aid Probation will be placed back into good standing. A student who does not achieve the required SAP minimums at the end of the term or payment period where he or she is on Financial Aid Probation will be dismissed; however, if he or she can demonstrate the ability to complete the program within the maximum time frame of the program they may remain enrolled although they will not be eligible for Title IV Federal Financial Aid.

Non-Title IV Eligible:

A student may remain enrolled if they can demonstrate the ability to complete the program within the maximum time frame of the program although they will not be eligible for Title IV Federal Financial Aid. Students who are Non-Title IV Eligible will receive academic advisement and an academic advising plan to assist them in improving their academic progress. All clock hours attempted during Non-Title IV Eligibility count toward the maximum timeframe. A student who achieves the required SAP minimums at the end of a term or payment period in which he or she is Non-Title IV Eligible will be placed back into good standing and eligible to continue receiving Federal Financial Aid (Title IV funds).

APPEALS

Any student who has been placed on Academic Probation for the first time but had mitigating circumstances, may file a written appeal (with supporting documentation) to the Director of Nursing/Program Administrator, who, with the Financial Aid Officer, will make the decision whether to accept the student's appeal.

Mitigating circumstances are strictly limited to the following: the death of an immediate family member, legal guardian, or domestic partner; the serious illness or injury of the student, an immediate family member, legal guardian, or domestic partner; or, catastrophic damages suffered to the student's or family's residence by an act of nature (hurricane, tornado, severe flooding, etc.). Any claim of mitigating circumstances must be accompanied by verifiable documentation of the circumstance(s) being claimed.

1. The student must present the appeal as soon as possible, or no later than the six-month maximum timeframe to remain active in the program.
2. The student must present compiling documentation to support the appeal
3. The appeal must be presented to the Director of Nursing/Program Administrator
4. The student must present an approved Academic Performance plan to the Director of Nursing/Program Administrator.

If the student's appeal is granted, the student will be considered to be making satisfactory academic progress. The student's failing grade will be changed to a non-punitive "W" and the student's CGPA and completion rate will be recalculated based on the W grade.

Students must note that, even if an appeal is granted, the student must first complete the course which was failed/ dropped before being allowed to proceed to the next course. The failed course must be retaken as soon as it is next offered by UTI, whether the course is offered during the day or evening session. Failure to do so will result in UTI revoking its acceptance of the student's appeal and the student being placed on academic probation. The original failing grade will be reinstated.

Academic Unit of Measurement

Universal Training Institute offers or measures its academic programs on a clock-hour basis. A clock hour is defined by UTI as 50 minutes of supervised instructional time.

Course Code and Numbering System

Each course offered by UTI is identified by a combination of letters and numbers, with the letters identifying the subject matter of the course. All courses currently offered by UTI are assigned numbers in the 100-range, indicating that the courses are the first-level or introductory courses for the specific course material being taught.

GRADING SYSTEM

The grading system for academic performance appears on the following page. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the clock hours assigned for the course taken are included in the calculation of total clock hours attempted.

Letter Grade	Point Value	Honor Points	Grade Description
A	90-100	4.0	Excellent
B+	85-89	3.5	Outstanding
B	80-84	3.0	Above Average
C+	75-79	2.5	Average
F	74 and Below	0.0	Failing
I	-----	----	Incomplete
P*	-----	----	Pass
TR*	-----	----	Transfer Credit
W**	-----	----	Withdrawal
WP*	-----	----	Withdrawal Passing
WF+	-----	----	Withdrawal Failing

*Grade is not calculated into cumulative grade point average (CGPA) but course hours are included in total clock hours attempted.

** Grade is not calculated in CGPA but course hours are included in total clock hours attempted.

+ Grade is included in the calculation of the CGPA and the clock hours for the course are included in the determination of total clock hours attempted.

Drop (Any Interruption of Class Attendance)

Students receive grades at the end of each course in order to demonstrate their level of academic achievement. A minimum grade of 75% for the Practical Nursing Program is required in order to pass each course. During the midpoint of all nursing courses the student meets with the instructor to review the details of their performance. Should the student decide to drop from the course at this time, they will be given a grade of "W." A student may drop up to two courses in the nursing program. A student cannot drop from the same course twice. If a student drops at any point up to the midcourse evaluation, they are responsible for 50% of the total repeat fee for that course. Repeat fees must be paid PRIOR to restarting the course. If a student drops any point after the midcourse evaluation, they will automatically receive a grade of a WF and will be responsible for 100% of the repeat fee.

Students who receive a failing grade at the conclusion of a course will be required to repeat that course. For courses that contain a combination of lecture, lab, and/or clinical training, students must pass all

components of the course (lecture, lab, and/or clinical) in order to earn a passing grade for that course. Practical Nursing students who fail a particular course or courses at the completion of a specific term will not be allowed to progress to the following term until all failed courses are successfully completed.

Calculation of Cumulative Grade Point Average (CGPA)

A student receives a letter grade after the completion of each course. The value, or honor points, for that grade are multiplied by the total clock hours of the course, giving total points earned. To determine the CGPA, the total number of points earned for all courses is divided by the total number of clock hours attempted. The result of that division is the CGPA.

Course Failure:

A Failed Course will be given a grade of “F” which is counted as clock hours attempted but not achieved and will have a value of zero (0) towards a student’s CGPA. The course must be repeated and satisfactorily completed within 1.5 times the approved program length in clock hours. If the course is repeated, only the higher grade will be used in the computation of the CGPA. For further information on repeating courses, please see below. (Course must be completed within six months).

Course Incomplete:

The course instructor may grant a student a grade of Incomplete, or “I”, if the student is not able to complete the course due to missing coursework, exams, projects, or other extenuating circumstances. After receiving a grade of Incomplete, students are given up to seven days to complete all missing coursework. After submission of the missing coursework, the instructor will give the student a final grade, which will replace the grade of Incomplete. However, if all coursework is not completed at the end of the specified time-frame, the student will fail the course and the grade of Incomplete will be changed to a grade of “F” and calculated into their CGPA. (Please refer to course failure above)

Withdrawing From A Course:

Students who wish to withdraw from a course may do so at any time within the scheduled hour. The student will be given a grade of “W” if they drop prior to 50% of the time. These hours will not be used in the calculation of the student’s CGPA however, the attempted hours will be counted towards program hours attempted for the purpose of determining Satisfactory Academic Progress and maximum timeframe of completion. If a student drops after the midcourse, they will receive a grade of WF (if they are failing at that time). If they withdraw passing after the 50% period they will receive a grade of WP. (courses must be repeated within six months)

Repeating and Progression a Course:

If a student fails a course, the student must retake the course before progressing to the next course. Only the higher (passed) grade is counted in calculating the student’s CGPA. However, the hours from

all courses attempted must be included when calculating the maximum required timeframe for completing the program. Students will incur an additional charge for any courses that are repeated.

These following conditions apply when repeating a course:

- Must repeat the course within six (6) months from the last date of attendance;
- Pay the requisite fee, in addition to any outstanding tuition balances;
- All repeat fees must be paid prior to the start of the course;
- Maintain a minimum CGPA of 2.5 or higher (C+);
- A student cannot repeat a course if they have already failed two courses.

Repeated Course

Both the grade earned and the clock hours taken for the repeated course will be included in the SAP calculations. Student must directly pay the tuition and fees for the repeating course.

GRADING DEFINITIONS

P Grade

A grade of P is assigned for the student's successful completion of the laboratory or clinical component of a course. A student must pass the laboratory or clinical component in order to earn a passing grade for the entire course. The P grade is not included in the calculation of the CGPA but the clock hours are included in a calculation of total clock attempted.

TR Grade

A grade of TR is assigned for a student's successful transfer of clock hours earned from another accredited institution. Grades earned for transferred courses will not be included in the calculation of a student's cumulative grade point average (CGPA) but are included in a calculation of hours attempted.

W Grade

A student who formally withdraws from the institution on or before the mid-point (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the clock hours for the course are not included in the determination of total clock hours attempted. (Please see

WP Grade

A student who formally withdraws from the institution after the mid-point of a course and who had earned an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA but the clock hours are included in the determination of total clock hours attempted.

WF Grade

A student who formally withdraws from the institution or who stops attending after the mid-point of a course and who has earned less than an overall score of 2.5 or higher by the time of the withdrawal will be assigned a grade of WF for the course. The WF grade is included in the calculation of the CGPA and the clock hours for the course are included in the determination of total clock hours attempted.

Academic Dismissal

Any student who has been academically dismissed will not be considered for readmission to UTI until after 6 months from the date of dismissal. The student will have to reapply for readmission, satisfy all admissions criteria in effect at the time of application/readmission and satisfy any outstanding financial obligations to the institution. Students are academically dismissed if they fail ANY TWO courses within the curriculum.

Behavioral Dismissal

In addition to the SAP Policy, students may be dismissed from the program for the following reasons:

1. Breach of UTI's "Code of Conduct and Ethical Behavior;"
2. Absences exceeding 10% of the total clock hours for the program;
3. Failure to meet financial obligations to UTI;
4. Unsatisfactory / Unsafe clinical practice;
5. Misuse of privileges extended by participating clinical agencies;
6. Physical or verbal abuse / disrespect to fellow students, faculty or the administrative staff.

ACADEMIC INTEGRITY

The institution will not tolerate any forms of academic dishonesty, including cheating, falsification and plagiarism. Any student caught committing or participating in any form of academic dishonesty will automatically fail the particular course and may be subject to additional punitive action that may include suspension or permanent dismissal from the institution. Any disciplinary action taken because of academic dishonesty will be recorded on the student's academic transcript. The decision regarding the appropriate disciplinary action will be made by the Director of Nursing/Program Administrator in consultation with the faculty member reporting the incident and the CEO/President.

A second, confirmed instance of academic dishonesty for a student who was not expelled initially will result in dismissal from the institution. This action is not appealable.

ATTENDANCE POLICY

Policy: Universal Training Institute adheres to the U.S. Department of Education's maximum timeframe regulations and SAP standards. Poor attendance and frequent lateness can dramatically affect the student's ability to master the pertinent knowledge and skills required for successful course and program completion and remain eligible to participate in the USDOE Title IV program, as applicable.

Tardiness: Students are considered tardy if they are not present at the start of class. This includes the start of class and return from breaks.

If a student's tardiness exceeds 10% of the required course hours, they will be dropped from the course.

Students who miss a quiz because of tardiness, they will not be allowed to take that quiz.

Students who miss an exam because of tardiness will be allowed to take the exam on the next class day but the highest allowable score is 75%.

Early Departures: Students who leaves class prior to its completion will be considered as an early department. This includes clinical or laboratory sessions.

1. If a student's early departures exceeds 10% of the required course hours, they will be dropped from the course.
2. Students who miss a quiz because of an early departure, they will not be allowed to take that quiz.
3. Students who miss an exam because of an early departure will be allowed to take the exam on the next class day but the highest allowable score is 75%.
- 4.

Make- Up Assignments and Examinations: All class work and assignments missed because of absence, tardiness or early departures must be made up by the student, whether the missed time is excused or unexcused.

Missed work and/or assignments must be completed within one week following the absence. Any missed examination must be taken on the first day of return following the absence. In the case of an unexcused examination, the maximum grade that can be earned for a make-up exam is 75%. Only one make-up exam is allowed per course. A second missed exam will result in a zero of the examination grade.

Procedure:

Regular attendance and punctuality at scheduled class times is expected of all students. Since hours varies from course to course, any student who, for any reason, misses more than 10% of any lecture class, laboratory or clinical session, will be dropped from the course.

- The monitoring of attendance starts on the very first day of class and is recorded on a daily basis.
- To ensure attendance is captured, UTI uses an automated photo identification system. Each student is provided with a photo/electronic identification badge during orientation.
- Students must use their school issued ID cards to check in and out of class on a daily basis.
- Regular attendance and punctuality at scheduled class times is expected of all students.
- Any student who does not officially sign in will be marked absent for the day.
- Lost ID cards must be reported to the Director of Nursing/Program Administrator immediately.
- Students must pay to have the ID cards replaced.
- Students have the ability to monitor their daily / weekly attendance using Orbund, the online student portal.

- Any student who, for any reason, misses more than 10% of any lecture class, laboratory or clinical session, may fail the course.
 - Any student who, for any reason, misses more than 10% of the total number of clock hours for the Practical Nurse Program will not be issued a Certificate of Completion until such time as the missed hours are made up with the approval of the Director of Nursing/Program Administrator.
 - Any student who does not officially sign in will be marked absent for the day.
 - Unexcused absence will count toward the 10% maximum absences limit. An excused absence is one for which the student has given advance notice to the instructor that he or she will be unable to attend a particular class, laboratory, or clinical session. An unexcused absence is one for which no advanced notice was provided.
 - If a student has missed more than 10% of total attendance they may be administratively withdrawn from the program.

PUNCTUALITY POLICY

Developing good work ethics is an important part of the training at Universal Training Institute. Students who arrive late for class interrupt the instructor and are a source of distraction to other students. The following system is used to record late arrivals:

- If a student's tardiness exceeds 10% of the required course hours, they will be dropped from the course.
- Students who miss a quiz because of tardiness, they will not be allowed to take that quiz.
- Students who miss an exam because of tardiness will be allowed to take the exam on the next class day but the highest allowable score is 75%.

EXCUSED ABSENCE POLICY

All students in a clock-hour program are allowed to count a limited number of excused absences towards the course/program completion. An absence shall only be counted if a student is officially excused from hours that were actually scheduled, were missed, and do not have to be made up for the student to complete course and/or complete the program. Appropriate and acceptable documentation that details an extenuating circumstance, must be submitted to the Director of Nursing/Program Administrator for excused absence to be considered.

MAKE-UP POLICY

Students who have not yet exceeded the 10% maximum for absences may be able to make up the hours missed, **if there is sufficient time remaining in the course for the make-up hours to be completed.**

However, as stated in the Attendance Policy above, **a student who misses three (3) clinical sessions fails the course, even if the percent of clinical missed is less than 10% of all clinical scheduled.**

Any time requested to be made up must be approved both by the instructor for the course or clinical and by the Director of Nursing/Program Administrator. Once the request is approved, a student making up lecture or lab hours must get an assignment directly from the instructor and must complete and submit those assignments within a maximum of seven (7) days. A student approved to make up clinical hours must pay for all hours missed. The Director of Nursing/Program Administrator will direct the scheduling of clinical make-up hours.

LEAVE OF ABSENCE POLICY

Universal Training Institute recognizes that exceptional circumstances may occur that necessitates a student's need for an official Leave of Absence (LOA). Students may be granted a LOA upon request, provided that a compelling cause has been shown. UTI does not allow any student to take more than two LOA's throughout their enrollment in the program, regardless of the circumstances. The following guidelines must be followed:

1. A written request for a leave of absence must be submitted to the Director of Nursing/Program Administrator. If emergency circumstances prevent the student from requesting a leave in advance, the student or a party legally responsible for the student may make the request initially by speaking directly with the Director of Nursing/Program Administrator or with the President/CEO. A leave of absence will then be completed on the student's behalf.
2. The request must have the date that the student will begin the leave and the expected date of return to class and cannot be longer than six (6) months.
3. UTI reserves the right to adjust the scheduled return date to the next available class start date following the return date specified by the student.
4. Failure to return to class by the scheduled return date will result in dismissal from the program.
5. The student will not incur additional charges during their approved leave of absence (LOA).

Note: Each situation will be handled individually and privately. Universal Training Institute will make every effort to help students meet their educational goals. Because tuition costs and course syllabi may change with each new term, it will be necessary for the student to meet with the Registrar and the Director of Nursing/Program Administrator for authorization to return to class.

Generally, a leave of absence will have no impact on a student's Satisfactory Academic Progress status. If the student was making acceptable progress at the time the leave of absence was granted, that status will remain the same upon the student's return to UTI. A student who was on academic probation at the time the leave was granted will remain on probationary status upon his or her return and any conditions of the probation will remain in effect. If a student begins the leave of absence prior to the completion of a course but has not exceeded the midpoint, will be assigned a non-punitive grade of 'W'. However, if the student exceeded the midpoint of a course failing, he or she, will be assigned the punitive grade of "WF" for the course, necessitating the need to repeat the course assuming it was not their second course failure in the program.

If a student does not return from their LOA **within six months from the Last Date of Attendance (LDA)**, the Director of Nursing/Program Administrator or Administrator will notify the Office of Financial Aid. In this case, the school considers that the student has unofficially withdrawn on the last date of attendance before the start of their LOA and will process an administrative withdrawal for that student. The total time allowed for all LOAs cannot exceed 180 days in the student's program of study.

WITHDRAWALS

When a student withdraws from UTI, either officially or unofficially, or is administratively withdrawn (dismissed) by the school, UTI uses the student's last day of attendance as the basis to compute any refund that may be due to the student, the amount of any financial aid that must be returned to the U.S. Department of Education, or the amount of tuition and fees the student owes to UTI.

The date that a student withdraws or is dismissed from UTI also determines what grade will be assigned to the student for the course in which he or she was enrolled at the time of the drop. If a student withdraws or is withdrawn before the midpoint (50%) of the course, a grade of "W" will be assigned. If a student withdraws or is withdrawn after the midpoint and has a grade point average of 2.5 or higher in the course, a grade of "WP" will be assigned. For a student who withdraws or is withdrawn after the midpoint and has a grade point average of less than 2.5, a grade of "WF" will be assigned.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than fourteen (14) consecutive calendar days for whatever reason will be withdrawn from the class. The last date of attendance will serve to initiate the Return to Title IV and the refund process.

Should a student make the decision to withdraw from the course or program, they are required to put this decision in writing to the Director of Nursing/Program Administrator or Administrator with the reason for their withdrawal, if possible. The school will use the student's last date of attendance to begin the Return to Title IV and refund processes.

The student will be permitted to rescind his or her withdrawal notification provided they have not missed more than 10% of the required attendance for specific course they withdrew from and be in good standing with the school.

Official Withdrawal

In the event that a student decides to withdraw from UTI and notifies the Registrar or other school administrator in writing, that withdrawal is considered an official withdrawal. The effective date of the withdrawal will be the date the student indicates or, if no date is stated, it will be the date UTI receives the withdrawal request.

Unofficial Withdrawal

A student who fails to notify UTI of his or her intent to withdraw and stops attending classes is considered an unofficial withdrawal. The effective date of the drop is the student's last known day of attendance at any class, lab, or clinical session.

Administrative Withdrawal

Any student who is dismissed from the program by UTI for academic or disciplinary reasons is considered an administrative withdrawal. The effective date of the administrative withdrawal will be the date the student was dismissed.

No academic transcript or verification of studies will be provided for any student who has an outstanding debt to the institution.

Universal Training Institute Cancellation & Refund Policy

Every student who has been accepted for admission into Universal Training Institute and signs the enrollment agreement has the legal right to rescind or cancel his/her enrollment, without penalty, within 5 business days after signing the agreement. Except for the supplies, registration and criminal background fees, all other fees and tuition paid prior to such cancellation, will be refunded to the student within 45 days. An admitted student who fails to start classes, is denied admission or the school cancels a program, all monies paid are also fully refunded within 45 days.

If a student decides to withdraw or is withdrawn from the program after the five-day rescission period, UTI uses a two-part process to determine if the student is entitled to a refund.

Part I entails the use of the USDOE “**Return to Title IV**” (**R2T4**) policy to determine how much of the Title IV funding, if any, awarded to the student and how much, if any, of those Title IV funds must be returned to the USDOE. Refund to Title IV (Financial Aid) is based on the number of scheduled hours in an obligated billing cycle. After a student is in attendance for 60% or more in an obligated billing cycle, the school earned 100% of the tuition billed in that cycle. Attendance below 60% in the obligated billing cycle shall be determined on pro rata basis. All refunds or returns of Title IV funds will be made within 45 days

Part II, UTI initiates the “**Tuition Earned Schedule**” to determine how much of the total program tuition UTI has earned and is entitled to keep to apply to the student’s debt based on the duration of their enrollment calculated through the last dates of attendance.

Tuition Earned Schedule by UTI Using New Jersey State Refund Policy

Universal Training Institute’s refund policy is based on full-time attendance in courses programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 6A: 18-2.4k (2)). The school will retain a portion of the tuition and fees as shown below.

If Cancellation or Withdrawal Occurs	The School Will Retain
Cancels Within five (5) business days of signing this Agreement	0% of Total Program Tuition
During the First Week of classes	10% of Total Program Tuition
During the Second and Third Week	20% of Total Program Tuition
After Three (3) Weeks & Prior to completion of 25% of the program	45% of Total Program Tuition
After 25% but not more than 50% of the program is completed	70% of Total Program Tuition
After 50% of the program is completed	100% of Total Program Tuition

Students who, at the time of their withdrawal, have not paid the full amount of tuition UTI has earned, are legally obligated to pay the institution any difference between the amount paid and the amount UTI has earned.

Refund to Students using NJ Refund Schedule

A student withdrawing after the cancellation period but within the first week of classes is refunded 90% of tuition and fees.

A student withdrawing during the second or third week of classes will be refunded 80% of tuition and fees

A student withdrawing after the third week but before completing no more than 25% of classes is refunded 55% of tuition and fees.

A student completing more than 25% but no more than 50% of instructional time is refunded 30% of tuition and fees.

A student completing more than 50% of instructional time is not entitled to a refund.

UTI also initiates the **Accrediting Body** refund policies, or whichever is more beneficial to the student regardless of the source of funds, used to pay student tuition and fees, in determining the refund to the student or funds which can be retained by the school.

ACCET (Accrediting Body Refund Policy)

Refund amount calculation shall be based on the student's last date of attendance (LDA). A partial week attendance is considered same as a whole week was completed provided the student was in attendance at least one day during the schedule week. Refunds are calculated on the following basis:

1. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
2. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.
3. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution will retain the full tuition for the obligated financial period.

Students are provided with entrance counseling, if applicable, with UTI's Financial Aid Officer to discuss the terms and conditions of their financial obligations whether or not they are receiving U.S. Department of Education Title IV funds or paying their tuition by other personal means. Once a student agrees to the terms and conditions for academic and financial responsibilities, they sign an official Enrollment Agreement, which, outlines the cost of tuition and length of stay conditions for early withdrawal and cost/ penalties associated with the withdrawal.

RETURN TO TITLE IV (R2T4)

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned to the United States Department of Education, Student or school. The school will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students who withdraw officially, unofficially, fail to return from a leave of absence, or are dismissed from the school. It is separate and distinct from the school refund policy. (Refer to institutional refund policy.)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for students affected by this policy, are determined according to the definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance and the total aid received, it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs. Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Refund to Title IV (Financial Aid) is based on the number of scheduled hours in an obligated billing cycle. After a student is in attendance for 60% or more in an obligated billing cycle, the school earned 100% of the tuition billed in that cycle. Attendance below 60% in the obligated billing cycle shall be determined on pro rata basis. The refund calculation is based on the Last Date of Attendance by the student.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education’s prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The school measures progress in clock hours and uses the payment period for the period of calculation.

Title IV Calculation Formula:

To determine how much financial aid, if any, must be returned to the U.S. Department of Education, UTI uses the formula below. The top number, or the numerator, is the total number of clock hours that the withdrawn student was scheduled to attend before the withdrawal. The bottom number, the denominator, is the total number of clock hours in the payment period. For UTI, the normal payment period is 450 clock hours. The total number of hours scheduled are counted from the student's first day of attendance to his or her last known date of attendance.

Determine the amount of Title IV, HEA Aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

Important Note: If a student attends more than 60% of total clock hours in the payment period, no return of Title IV funds is required.

$$\frac{\text{Total clock hours scheduled to attend}}{\text{Total clock hours in payment period}} = \frac{\text{Total clock hours attempted}}{450}$$

Example:

Mitzy started school on April 1st and attended classes 4 hours a day, 4 days a week. Her last day of attendance before withdrawing was June 16th. There was one Monday holiday during that time. Mitzy was scheduled to attend a total of 43 days and 172 clock hours.

$$\frac{\text{Total clock hours scheduled to attend}}{\text{Total clock hours in payment period}} = \frac{172}{450} = 38.2\%$$

In this example, only 38.2% of the Title IV financial aid received was earned. The remaining funds must be returned to the U.S. Department of Education according to the order listed in the next section.

Note: Students should understand that, even though UTI may be required to return Title IV funds to the U. S. Department of Education, the student will still be financially responsible to pay UTI for any tuition owed after those Title IV funds have been returned.

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. *A copy of the worksheet used for this calculation can be requested from the financial aid coordinator.*

HOURS SCHEDULED TO COMPLETE TOTAL HOURS IN PERIOD = % EARNED

- a) Rounded to one significant digit to the right of the decimal point, e.g. 44.93 = 44.9 %.
- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation. Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.
- d) Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED 100% minus percent earned = UNEARNED PERCENT
- e) Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.
- f) If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.
- g) If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
- h) A student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.
- i) The school will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:
 - a. Repay the overpayment in full to UTI
 - OR
 - b. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

UTI must return to the U.S. Department of Education any Title IV funds that it collected for a student but, based on refund calculations, the student was not in school long enough for all of the Title IV financial aid to be given to the student or retained by UTI. UTI is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges.

The financial aid must be returned to the Title IV program(s) that the money came from. If the aid came from more than one Title IV program, it must be returned in the priority order listed below. Note that this list contains only those programs in which UTI is currently eligible to participate.

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

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required

Institution Responsibilities

The school’s responsibilities regarding Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the school or Department of Education to return the amount of unearned grant funds.

Student Responsibilities regarding Return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notice of withdrawal should be in writing and addressed to the appropriate school administrator.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either of these notifications (to withdraw or rescind to withdraw), must be made out to the school's registrar.
- The school adheres to federal regulations regarding the return of Title IV Financial Aid (effective July 1, 2011). In accordance with these regulations, a student who discontinues training prior to graduation may owe funds back to the federal government.

Note: Students should understand that, even though UTI may be required to return Title IV funds to the U. S. Department of Education, the student will still be financially responsible to pay UTI for any tuition owed after those Title IV funds have been returned.

REFUND VS. RETURN TO TITLE IV

Requirements for withdrawal under Title IV, HEA programs are separate from the refund policy of the school's regarding refunds due to you for a cash balance credit. Therefore, after issuing a Title IV refund, you may owe funds to the school to cover unpaid school charges.

If you do not know the school refund policy, please ask the Financial Aid Officer for a copy.

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid officer, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

INSTITUTIONAL LOANS AND SCHOLARSHIPS

Universal Training Institute does not award institutional grants or scholarships. We do, however, honor loans, grants and scholarships that our students have been awarded from outside organizations and/or agencies.

STUDENT SERVICES

Universal Training Institute is committed to providing support services that will help each student to maximize his or her potential for successful completion of his/her academic program. Academic Advisement is provided for every student who requests it. Referrals to outside agencies are made for students who are experiencing personal problems, financial and other concerns beyond the scope of Universal Training Institute's support services. UTI also offers tutoring services to the students based on the individual office hours of the faculty. Students must make appointments with the faculty prior to their arrival up to 2 hours a week. Additional tutoring are provided at a cost of \$50 per hour.

CAREER SERVICES

UTI's Career Services include Career Advisement, Resume Preparation, and Job Placement assistance for graduates. Mock Interviews are occasionally conducted and students are given advice on Interviewing Techniques.

UTI works closely with the Department of Health and Senior Services to help students become Certified Nurse Aides after successful completion of the Introduction to Nursing Course. Students are able to take the certification test without taking the 90-hour state-required CNA program. They can then choose to start working in long term care facilities to acquire healthcare experience and enhance their ability to gain employment following graduation.

Although UTI provides placement assistance, it cannot and does not guarantee employment for any student or graduate.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Universal Training Institute is committed to complying with all Federal laws (Title 17, United States Code) regarding copyright. Copyright is an essential form of protection for individuals who have developed, created or authored literary, dramatic, musical, artistic, and certain other intellectual works. This protection is extended to both published, as well as unpublished works, and is extended to any author, regardless of their nationality or domicile and includes computer use and file sharing.

All members of the UTI community– students, faculty and staff members and administrators – are responsible for complying with the requirements of the copyright law. It will be assumed that the copyright law applies to all material, unless one of the following applies:

- The work is in the public domain, including works by the U.S. Government;
- The use of the work qualifies as fair use under the copyright law; or,
- Prior written permission from the author has been obtained, or appropriate royalties or licensing fees have been paid in exchange for usage rights.

Note that all printed materials (in text or digital form) should be assumed to be copyrighted. The use of a copyrighted notice © is no longer required. The unauthorized use of copyrighted material is called an infringement.

As noted above, federal copyright protection is extended to digital media accessible through the Internet. Uploading or downloading digital material or works is an infringement of the copyright owner's exclusive rights. This includes peer-to-peer file sharing.

All members of the UTI community who disregard this policy do so at their own risk and assume any liability, which may include criminal and/or civil penalties, for violating the policy. Those penalties are summarized below.

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Unauthorized distribution or printing of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and employees to civil and criminal liabilities.

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

Students may review their files upon putting their request in writing to the Director of Nursing/Program Administrator. A specific date and time will be made available for the review within 48-72 hours.

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

FACILITIES AND EQUIPMENT

Universal Training Institute occupies the entire second floor of a two-story office building. In addition to an open stairway to the second floor, UTI is accessible by elevator. A public pay parking lot with about 55 spaces is located immediately adjacent to the building and a public pay parking garage with about 200 spaces is one-half block away. Security cameras are installed in all classrooms, labs, entry and exit doors, hallways, and the student lounge; the cameras are monitored at the reception desk and in the CEO/President's office. There is controlled access entry into UTI, with doors being locked until 30 minutes before the start of the school day and are relocked by 8:00 p.m. Access during locked times is by buzzer only.

UTI has two computer labs equipped with 34 desktop computers. Each computer is equipped with Internet accessibility which allows students to take examinations, conduct online research for class assignments and to view program-related information. Students also have access to the Perth Amboy Public Library, which is comfortably located within 150 feet from institution.

There are three fully equipped skills laboratories which includes manikins, 7 hospital beds, numerous nursing supplies, and training videos where students may go before, between, or after classes to review and practice skills.

UTI's student lounge is equipped with several microwave ovens and vending machines, tables and chairs which provide a comfortable, convenient location for students to lunch, break, and interact with each other outside the classroom.

Family Educational Rights and Privacy Act (FERPA)

POLICY:

Universal Training Institute is committed to the privacy and security of our students. Universal Training Institute Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) - sometimes called the Buckley Amendment - which establishes students' rights and institutions' responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

FERPA was enacted by the U.S. Congress in 1974 and has since had many amendments. Responsibility for oversight of FERPA compliance rests with the Department of Education's Family Policy Compliance Office.

Student Records Privacy Policy

- Student records are protected by the Family Educational Rights and Privacy Act (FERPA), federal regulations which assign rights to students and responsibilities to educational institutions regarding students' education records. The Act governs the maintenance and release of information from those records.
- FERPA applies to public schools and state or local education agencies that receive Federal education funds, and it protects both paper and computerized records. In addition to the Federal laws that restrict disclosure of information from student records, most states also have privacy protection laws that reinforce FERPA. State laws can supplement FERPA, but compliance with FERPA is necessary if schools are to continue to be eligible to receive Federal education funds.
- FERPA requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary home language other than English. The annual notice pertaining to FERPA rights must explain that parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances FERPA gives both parents, custodial and noncustodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

Students' Rights under FERPA

As a current or former UTI student, The Family Educational Rights and Privacy Act (FERPA) affords you certain rights regarding your education records.

These rights are:

- The right to inspect and review your records. You may request to review your records by submitting a written request to the UTI Registrar or to the Dean, Director of Nursing/Program Administrator.
- The rights to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- The right to restrict the disclosure of certain Information pertaining to your records; and

STUDENT RECORDS:

All student records are considered confidential by UTI and access to them is restricted to the following:the student himself or herself;

- An individual, agency, or employer for whom the student has provided written authorization to UTI to release information or copies from the records;
- Authorized UTI staff; and,
- Those agencies, officials, or parties as authorized under the Federal Family Educational Rights and Privacy Act (FERPA).

Student transcripts are maintained indefinitely; all other vital student records are maintained for a minimum period of seven (7) years. Vital records are the following: admissions application, enrollment agreement, attendance records, medical records (if any), criminal background check, financial transactions records, and records of any disciplinary meetings, actions or appeals.

Students may grieve/appeal their grades up to six (6) months at which time the grade earned/recorded will remain in effect.

Definition of Education Records

Education records are those records directly related to a student maintained by UTI or by a party acting for and on behalf of UTI.

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Release of Education Records

Except as provided in FERPA (see below) or other applicable law, UTI will not disclose personally identifiable information from your education records unless you provide a written release containing:

- What information is to be released
- To whom the information is to be released
- The purpose for which it is to be released
- Your signature and the date of the request
- Mode for which it should be released (electronic/ paper-based)

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, Student's numbers, or Social Security Numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers. The return of graded papers or other assignments must also be accomplished in a manner that protects your identity.

Some records created and maintained by the UTI, although not covered by FERPA, may be subject to other federal and state laws or regulations regarding disclosure.

The exceptions under FERPA which allow the UTI to disclose personally identifiable information from your education record are stated in the full text of Universal Training Institute Student Records Policy. The most common exceptions to disclosure restrictions are disclosures to UTI faculty or staff -- "School Officials" -- with a legitimate educational interest, or disclosure of **personally identifiable information designated as Directory Information**

Definition of Directory Information

Directory information includes:

- Your full name
- Mailing and permanent address(es) and telephone number(s)
- Email address
- The fact that you are or ever were enrolled
- Enrollment status (e.g., full-time, half-time or less than half-time)
- Class level and majors/minors
- Dates of attendance
- Certification/ Program enrolled for
- Cumulative credit hours
- Participation in officially recognized activities
- Your status as a graduate/ Dropped, Active, Failed etc.

Below is a quick reference of frequently asked-for data, and whether it is or is not Directory Information at Universal Training Institute.

DIRECTORY INFORMATION?	YES	NO
Student's full name	X	
Student's ID number		X
Date of Birth		X
Gender	X	
Ethnicity		X
Mailing address and telephone number	X	
Permanent address and telephone number	X	
All addresses and telephone numbers except Mailing and Permanent (e.g. Alternate Billing Address, Contact/Emergency Address, etc.)		X
E-Mail Address	X	
Parent names and/or addresses		X
Class level and academic major/minor	X	
Dates of attendance	X	
Fact that the student is or has been enrolled	X	
Diploma awarded (LPN, RN, CNA)	X	
GPA or grades		X
Cumulative clock hours	X	
Current term credits or class schedule (scheduled hours, attended hours, tardy)		X
Full-time, half-time or less than half-time enrollment status	X	
Information on academic standing (probation, disqualification, etc.) or whether student is eligible to return to school		X
Whether student has applied for graduation		X
Outstanding eligibility requirements for graduation		X
Accounts Receivable balance		X
Financial records of parents		X
Student employment records		X
Psychiatric or psychological records		X
Copies of transcripts from other schools or colleges		X

Note: items marked as releasable will be provided to a third party upon request unless otherwise prevented through restriction filing.

Directory Information Restriction

You may choose to restrict release of your Directory Information. When the release of Directory Information is restricted, the fact that you are currently a student, or have ever been enrolled at Universal Training Institute, will not be released.

Once you restrict the release of Directory Information, in order to conduct any business with the UTI, you will need to go in person to the office involved, with photo ID, or, via mail or fax, provided a written request for release containing the following:

- What information is to be released
- To whom the information is to be released
- The purpose for which it is to be released
- Your signature and the date signed

No information will be provided via telephone. No information will be provided to anyone - parents, relatives, friends, other students, or prospective employers - who may wish to contact you or verify your student status at UTI, without a written release from you containing the elements listed above.

Restricted Directory Information is made available only where an emergency is involved, at the direction of a court order, or to UTI staff and faculty with a legitimate educational need to know.

Restriction Duration

The restriction of information is permanent until you request, in writing, that it be removed. The restriction will remain in place even after you have stopped attending or have graduated.

Requesting Written or Verbal References or Recommendations from Students

Students who request written or verbal references or recommendations from UTI faculty or staff members need to do so in writing. Such letters or statements are most effective if they contain specific information about your academic or work performance; this type of information is considered "non-directory" information and cannot be released without the signed written consent of the student, according to the Family Educational Rights and Privacy Act (FERPA) and Universal Training Institute Student Records Policy. This information is classified by UTI as falling under the NPPI (Non-Public Private Information).

Student Reference Request Form may be mailed, faxed, or sent as a PDF to the faculty or staff member from whom you are requesting the reference/recommendation.

Your request should contain the following:

- What information is to be released (be as specific as possible)
- To whom the information is to be released (name, address)

- The purpose of the release of the information (application for a specific job or admission to a graduate program, for example)
- Your signature and date
- The Registrar logs and files all such requests in a secured cabinet for future references.

Requests that do not contain these four elements are not in compliance with FERPA.

Some graduate programs, scholarships or job applications require the use of their own prepared packets and may include a form which provides a place for your signature authorizing release of non-directory information. If that completed form or a copy of it always accompanies the pages to be completed by UO faculty or staff members, no additional authorization is required.

Social Security Number Disclosure Consent Statement

Students are requested to provide voluntarily their Social Security Numbers to assist UTI in developing, validating, or administering student aid programs; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. When conducting studies, UTI will disclose a Social Security Number only in a manner that does not permit personal identification of a student by individuals other than representatives of UTI and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing their Social Security Number, students are consenting to the uses identified above. Provision of the student's Social Security Number and consent to its use is not required and, if a student chooses not to do so, he/she will not be denied any right, benefit, or privilege provided by law. A student may revoke consent for the use of his/her Social Security Number at any time by contacting the Office of the Registrar and Financial Aid.

Student Records Privacy Policy for Faculty

UTI, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for monitoring access to and release of information from student education records. Staff and faculty with access to student education records are legally responsible for protecting the privacy of the student by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students at UTI regarding their education records. These rights do not transfer to parents, guardians, spouses or other family members without the specific written permission of the student. (Please see the "Student" section of the Privacy Policy for more information).

Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all UTI employees and to all other persons who have access to education records. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential information is expected to adhere to the regulations stated below. A person who has access to education records may not:

- Reveal the content of any record or report to anyone, except in the conduct of his or her work assignments and in accordance with UTI policies and procedures.
- Make or allow any unauthorized use of information.

- Knowingly include false, inaccurate or misleading entry in any report or record.
- Knowingly expunge a data record or a data entry form and record, report or file.
- Share individual passwords with any other person (for password protected data).
- Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information they have acquired through work assignments.
- Remove any official record or report, or copy of any official report, from the office where it is maintained, except in the performance of official duties. Any knowledge of a violation of this code must be reported immediately to the violator's supervisor. Violations may lead to disciplinary action, including dismissal. Violations can also lead to action under the State of New Jersey statutes pertaining to theft, alteration of public records, or other applicable section.

Parent Rights

Once a student has reached age 18 or is attending UTI, all FERPA rights belong to the student. Parent access to education records is limited to information classified as Directory Information under UTI Records Policy.

Parental access to other education records is allowed when the student provides UTI with a signed and dated release specifying the records to be disclosed, stating to whom they should be disclosed and the purpose of the disclosure. Each instance of release of non-Directory Information requires its own separate and specific written authorization to release.

Parents are encouraged to read the Privacy Policy information provided for students, located in the first section on this page.

Family Emergency Situations

During the hours from 8:30am - 4:00pm (Monday through Thursday) and, from 9:00am – 3:00pm (Friday only) if a parent, guardian, or other family member needs assistance in contacting a UTI student in an emergency, they should contact the student's Director of Nursing/Program Administrator or Registrar at (732) 826-0155.

Public Health or Safety Emergencies

Disclosure of information from education records is allowed under UTI Student Records Policy and FERPA in connection with a health or safety emergency if the information is necessary to protect the health or safety of the student or others. UTI exclusively determines whether disclosure of information is necessary by considering:

- The seriousness of the threat to health or safety.
- The need for the information to meet the emergency.
- Whether the individual(s) to whom the information is released is in a position to deal with the situation.
- The extent to which time is of the essence.

Students who wish to review their academic or financial files may do so upon written request. They will be given a specific date and time for review of their files within 24-72 hours.

Maintenance of Student Records:

Student transcripts are maintained indefinitely; all other vital student records are maintained for a minimum period of seven years. Vital records are the following: admissions application, enrollment agreement, attendance records, medical records (if any), criminal background check, financial transactions records, and records of any disciplinary meetings, actions or appeals.

Student appeals of final grades must be made within 2 weeks after the grade has been entered into the student's record.

COURSE AND PROGRAM AUDIT

Students are entitled to audit any part or parts of his/her academic or financial record at no additional charge. This must be arranged with the Director of Nursing/Program Administrator and is available to current students and graduates up to one year following their date of completion. The right of any graduate to repeat any course is subject to (1) continued availability of the course, (2) available space in the course and (3) good standing with all financial obligations to the school. Any textbooks or supplies required to audit a course will be charged to the student directly.

GRIEVANCE POLICY

Universal Training Institute strives to provide a very supportive environment and respects the rights of all students. It is our practice to fairly and objectively address the concerns of any complainant in an attempt to equitably resolve any grievance.

A student lodging a complaint is encouraged to first make the complaint to the immediate supervisor, faculty or administrative personnel of the individual against whom the complaint is being made. A written complaint is preferred but not required. If the matter is not resolved to the student's satisfaction, the student may pursue his or her grievance up to the level of UTI's CEO/President. A student has 5 school days within which to make the complaint and the institution has 10 school days in which to attempt to resolve it.

If the complaint is not resolved at the level of the Director of Nursing/Program Administrator or the CEO/President or, if the complaint is against the CEO/ President, the student may file a formal, written complaint with the following agencies:

**State of New Jersey Department of Labor &
Workforce Development**

**Center for Occupational Employment
Information's Training Evaluation Unit**

P. O. Box 110

Trenton, New Jersey 08625-0110

Linda.armstead@dol.nj.gov

Dept. of Law and Public Safety

P.O. Box 080

Trenton, New Jersey 08625-0080

<http://www.nj.gov/lps/formmail.htm>

**State of New Jersey Department of
Education**

Office of Career and Technical Education

P. O. Box 500

Trenton, New Jersey 08625-0500

privatecareerschools@doe.state.nj.us

**New Jersey Board of Nursing Division of
Consumer Affairs**

P. O. Box 45025

Newark, New Jersey 07101

askconsumeraffairs@lps.state.nj.us

ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:
 - a. Name and location of the ACCET institution;
 - b. A detailed description of the alleged problem(s);
 - c. The approximate date(s) that the problem(s) occurred;
 - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g. The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:** ACCET

CHAIR, COMPLAINT REVIEW COMMITTEE

1722 N Street, NW Washington, DC 20036

Telephone: (202) 955-1113

Email: complaints@accet.org

Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

CODE OF STUDENT CONDUCT (ANA FOR NURSES)

Students are expected to behave professionally at all times while on and off school grounds. The behaviors or activities listed below are unacceptable and will not be tolerated by UTI. Committing one or more of these may result in appropriate disciplinary action, including possible permanent dismissal from the program.

1. Any form of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment, including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. All types of dishonesty, including cheating, plagiarism, stealing, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents as identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and programs, or other school activities.
5. Physical abuse or bullying of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes but is not limited to the use of alcoholic beverages and/or controlled substances on school premises.
9. Disrespect, in any manner, of administrators, instructors, students, personnel, or any guest of the institution. Disrespect also includes engaging in any behavior perceived as threatening to any of the aforementioned groups. Examples of disrespect and unacceptable behavior include but are not limited to rowdiness; aggressively making unreasonable demands; use of cell phones in classrooms, labs, or clinics; walking in and out of classroom during lectures; and, leaving early without the express, advance permission of the instructor.
10. "Dangerous weapons" include, but are not limited to, firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Students are responsible for making sure that any item possessed by the student is not prohibited by this policy. To ensure that Universal Training Institute maintains a workplace safe and free of violence for all students, the company prohibits the possession or use of perilous weapons on company property. A license to carry the weapon on company property does not supersede company policy. Any student in violation of this policy will be subject to prompt disciplinary action, up to and including dismissal. All students are subject to this provision.
11. Deliberate failure to meet academic or financial obligations.
12. Use of cell phones in school or clinical facilities.

A student may be dismissed or imposed a mandatory leave of absence for reasons pertaining to dishonest or immoral behavior, or unsafe conduct affecting a student or patient. Any statement made on a social networking site, which may cause actual or potential harm, or injury to another or to the school will be grounds for dismissal. Students are expected to refrain from posting negative comments regarding UTI or any affiliation agency or its staff on social networking sites.

Cell Phones:

Students are prohibited from using cell phones during designated school hours. This includes classroom, lab, and clinical settings. Students caught violating this policy will face disciplinary action

Email Etiquette:

- When sending an email, students should be respectful in their headings and sign off with their full names.
- Students must use their assigned UTI email address when communications pertain to school business.
- Students email addresses specify their first initial and last names.
- Do not access offensive, sexually explicit or otherwise inappropriate websites when identified as a UTI student.
- All students will be assigned a UTI email account. They will be expected to check daily for email.
- Students should not send anonymous emails since faculty and administration will not respond to these communications. Emailing and text messaging is not to be conducted during class or clinical experiences.

Social Media Guidelines:

- All students are expected to refrain from posting inappropriate comments about the school, faculty, other students or any affiliating agencies.
- The student is personally responsible for any content that is posted by them on any social media platform. Do not post inflammatory, insulting or obscene comments. Do not take or post unauthorized pictures. You could be held liable in a court of law.
- Students should not friend request, follow, or accept friend request from faculty, patients, family of patients or affiliating agency staff while registered as a student at UTI. These relationships can result in potential confusion of your role and/or relationship.
- Do not post any confidential information pertaining to UTI, its students, faculty, alumni or persons associated with an affiliating agency.
- Never post anything under an assumed name. You should be transparent with your identity.
- Texting with your classmates should maintain respectfulness and avoid a bullying tone.
- **Any statement made on a social networking site, which may cause actual or potential harm, or injury to another or to the school will be grounds for dismissal.**

Damaged Property:

Students who deliberately or through negligence damage school property or equipment will be required to pay the repair or replacement costs. (This includes anything on school premises or affiliated facilities). These costs will need to be satisfied before the Certificate of Completion is given to the student.

FOOD AND BEVERAGES IN CLASSROOMS/CLINICAL AND LABORATORY

UTI prohibits the consumption of food or beverages while in class, skills or computers laboratories, or clinical facilities at all times. Failure to adhere to this policy may result in punitive measures against the student including need to pay for any damages to the property of UTI.

SMOKING

Universal Training Institute is a smoke free environment which subsequently prohibits smoking in or around the immediate premise of the school. Students who violate this policy will be subject to disciplinary actions.

CAMPUS SECURITY:

Universal Training Institute faculty and staff are concerned that every student and employee experiences a safe and secure environment while at our school. It is the responsibility of every student and employee to be aware of safety and security matters and to promptly report any crime to school officials and to the local police. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including dismissal.

In compliance with the Crime Awareness and Campus Security Act of 1990, UTI provides cameras throughout the school and immediate area surrounding the school for the safety of the students and employees

No later than October 1st of each year, current students and employees receive the annual Crime Awareness and Campus Security Report and can be found on the School's website www.universaluti.edu. Information about this policy is available in the Director of Nursing/Program Administrator's office. (Please refer to Campus Security Catalog for more information)

DRUG AND ALCOHOL FREE CAMPUS & WORKPLACE

Universal Training Institute adheres to all requirements of the Drug-Free Schools and Communities Act amendment of 1989, Public Law 101-226. UTI is committed to protecting the safety, health and wellbeing of all employees, students and other individuals in our environment and does not tolerate the use, distribution or possession of any illegal drugs. We recognize that alcohol abuse and drug use pose a significant threat to the goals of UTI. We have established a drug- free environment that balances our respect for individuals with the need to maintain an alcohol and drug free school. UTI encourages students to voluntarily seek help with drug and alcohol problems. UTI's drug-free workplace is applicable during all working and school hours, whenever anyone is conducting business or representing the organization, while on UTI property, at school-sponsored events, and during offsite clinical operations and at any-time while engaged in a learning or working activity at Universal Training Institute.

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Any UTI student or employee who is convicted of a criminal drug violation in the workplace must notify the school within three days following the conviction. UTI will take the appropriate action within 30 days of notification.

All information received by UTI through the drug-free workplace is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws, U. S. Department of Education disclosure requirements, and UTI's management policies.

One of the goals of UTI's drug-free workplace is to encourage students and employees to voluntarily seek help with alcohol and/or drug problems. If, however, a person violates the policy, the consequences are serious.

In the case of applicants for admission, their violation of the drug-free workplace policy will result in any admission to the school being withdrawn.

If a student violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. A student who is required to enter rehabilitation but fails to successfully complete it and /or repeatedly violates the policy will be dismissed from school. Nothing in this policy prohibits student from being disciplined or discharged for other violations and/or performance problems.

Universal Training Institute recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our students and employees, our drug-free workplace:

- Encourages students to seek help if they are concerned that they or their family members may have a drug and or/alcohol problem.
- Encourages employees /students to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help

Shared Responsibility:

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Students, employees, and management have important roles to play.

Any student or employee should not attend class or report to work when his or her ability to function in a classroom or work setting is impaired due to on-or off-duty use of alcohol or other drugs.

In addition, employees and students are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow students and workers in seeking help.
- Report dangerous behavior to their supervisor or instructor.

It is the supervisor or instructor's responsibility to report all violations to the proper UTI Administrator and/or Department head.

CLASSROOM AND CLINICAL DRESS CODE POLICIES & EXPECTATIONS

Student Nurse Dress Code

All students will dress in a manner consistent with the dress code of the Practical Nurse Program.

The Uniform of Universal Training Institute consists of the following:

- The official Blue and Whites Uniform with white shoes or sneakers
- Universal Training Institute Identification badge, and
- A full-length lab coat for men in clinical setting

Hair & Nails:

- Hair must be clean, neat, arranged above the collar when in uniform and should not fall in the face when the neck is flexed forward
- Extreme hair styles and colors are not appropriate
- Elaborate hair ornaments are prohibited
- Beards and/or mustaches should be neatly trimmed
- Fingernails must be kept clean, short and rounded

Make-up and Jewelry:

- Cosmetics and jewelry should be worn with discretion
- Only a wedding ring, wristwatch with second hand, and one earring per lobe.
- Earrings must be small post earrings. No dangling earrings may be worn.
- A Medic-Alert necklace/bracelet may be worn.
- No body piercing ornaments are allowed in eyebrows, nose, lips, and tongue or any exposed part of the body
- Tattoos should not be visible when in uniform
- Heavy perfume may not be worn
- Nail polish, if worn, must be of natural tone or colorless.

Shoes and Hose:

- Socks or stockings must be worn. Hose are to be white, no designs, clean and without stains, runs or tears
- All white rubber-soled shoes are required while in uniform. Shoes and shoestrings must be kept clean
- High-topped sneakers, sandals, clogs, or open-toed shoes are not allowed while in uniform

Prohibited Dress:

The following styles of dress are inappropriate and are prohibited in the clinical areas:

- Dungarees/jeans, shorts, tee shirts, very short skirts, sweat pants, spandex leggings/pants, hats, caps and visors
- clothing bearing provocative, obscene, or lewd statements, and/or symbols are prohibited

This list is not all-inclusive. The Director of Nursing/Program Administrator retains the right to notify a student of any inappropriate dress that has not been included on the foregoing list. Student must correct the dress matter by the next class, lab, or clinical session. If the Director, or the CEO/President acting on the Director's behalf, considers the inappropriate dress to be extreme and disruptive, either official can require the student to leave the session for the remainder of the day. In this situation, the student will not be counted as absent, provided that the incident is a first-time occurrence.

GUIDELINES FOR THE CLINICAL EXPERIENCE (Maintain Strict Confidentiality)

Pre-Clinical Preparation:

- A. Read the patient's chart thoroughly:
 - a. Take note of the patient's demographic data, admission date, chief complaints on admission and admitting diagnoses.
 - b. Read the nursing admission notes and the nursing plan of care. You need to know the current aspects of care, why they are being addressed and the underlying principles behind the selection, so you can design your plan of care accordingly.
 - c. Take note of the diagnostic/laboratory studies and results.
 - d. Read the nurses notes and the doctor's progress notes. This will give you an idea of the patient's course during this hospital stay.
 - e. Read the doctor's orders, consult notes, and documentation of other allied health care providers (*Physical, Respiratory, Dietary & Speech therapy, Case Management, Social Services, etc.*).
- B. Copy your medications from the MAR, noting the expiration dates. Discontinued medications are highlighted in yellow. Check the medications listed in the MAR with the Doctor's orders. If you find any discrepancy, bring it to the attention of the primary nurse or charge nurse.
- C. Introduce yourself to your patient, conduct your initial interview and perform some preliminary assessments as appropriate, using your observation and listening skills.
- D. Talk with the nurse assigned to the client for the day. Find out any pertinent information regarding the care of the patient.
- E. Check your patient's medications, especially the IVPB which you may have to prepare or come as mini bags or add-vantage system. Note the volume of the IVPBs, you will need this information to calculate the IVPB rate.
- F. Based on the information about your patient, begin to complete the Health History & Physical Assessment Tool and begin to develop a concept map.
- G. Write out a schedule for your clinical day.

On the Day of Clinical:

- A. Pre-conference will begin at the designated time by your clinical faculty. All students are required to attend.
- B. Students must come prepared to clinical with patient's medical diagnosis and drug book.
- C. Introduce yourself to the primary nurse. Make sure you inform the primary nurse which patient(s) you have, how long you will be in clinical, if you will be giving medications, documenting, etc.
- D. Take report from the primary nurse and write down the primary nurse's name in the Student Assignment Sheet. You will be collaborating with the primary nurse on the care of your patient(s). Do not leave the floor without reporting off to the primary nurse.
- E. Be sure to check the Kardex and Chart for any new orders (medication, treatments, diagnostic tests, etc.), and to get an update on the patient's condition.
- F. Unless otherwise specified, students are expected to have assessed their patients, checked IVs, NGT/GT, Foley catheters, O2 delivery, TPR and BP, (written in the TPR notebook) prior to the conference. Students in Critical Care should have checked the ventilator settings, latest ABGs and lab results & calculated the drips (bring your calculator to clinical).
- G. Prior to doing a new procedure, the student is expected to read the Procedure Manual. The student then discusses this with the clinical faculty prior to carrying out the procedure under supervision. A student should not independently perform a procedure that he/she has not done

before without faculty supervision. Students are not allowed to give IV push medications and will always require supervision when flushing central lines (TLC, Portacath, etc.)

- H. Students are required to know about all the assigned patient's medications. Medications can be administered after the student discusses them with the faculty. Inadequate medications knowledge is considered unsatisfactory performance in the clinical area. Students in Critical Care will follow the procedure for medication administration as indicated, and in addition, should check with the primary nurse before administering any medication. Students cannot independently mix, hang or titrate any vasoactive medications in critical care. These activities may be done collaboratively with the primary nurse.
- I. Students are responsible for writing the nurses' notes on assigned patients for the period of time spent with them. The narrative portions of the nurse's notes are written on a separate sheet of paper for review by the faculty prior to writing notes in the chart. Nurse's notes, as well as medications, have to be countersigned by your faculty. Make sure you leave enough room for faculty signature after you sign yours. Documentation in critical care is done collaboratively with the primary nurse. Discuss the recommended changes with the primary nurse who will be responsible for making the changes as appropriate.
- J. Students are expected to develop the initiative to seek out learning experiences in the clinical area.

Required Equipment for the Clinical Experience:

- 1. Two (2) black pens
- 2. Bandage scissors
- 3. Watch with a second hand
- 4. Stethoscope
- 5. Penlight
- 6. Small measuring device
- 7. Small / portable drug book, as necessary
- 8. Small notebook

NEW-STUDENT ORIENTATION

Mandatory Student Orientation is held prior to the first day of classes, usually held the preceding Friday before classes begin, for the Practical Nurse Program. The orientation serves as the transition point in the student's journey into the world of nursing. It provides an opportunity to meet classmates as well as faculty and the administrative staff of the school. The purpose of the orientation is to communicate important academic program expectations, review policies and procedures with emphasis on FERPA, Refund and SAP, disseminate materials, explain student services information that are vital for the student's first day and beyond, in UTI. Additionally, information that the U.S. Department of Education requires to be provided regarding Financial Aid and Disclosures about the school are also distributed. All the information shared will help students successfully navigate and get the most out of the program.

During the orientation, UTI will collect any outstanding paperwork and documents and will distribute uniforms, textbooks and other supplies. Attendance at the orientation program is mandatory for all incoming students. Failure to attend or make alternative arrangement may result in the forfeiture of your seat in that class and cancellation of the enrollment agreement.

GRADUATION REQUIREMENTS

In order to be certified as a graduate from UTI, each student must do the following:

1. Attend at least 90% of all classes, labs, and clinical portions of the program
2. Take and pass all courses with a minimum grade of 75% which is equivalent to C+ (2.5).
3. For those courses with a clinical or lab component, that component must be passed in order for the student to receive a passing grade for the course. Failure of the clinical or lab component results in failure of the entire course, regardless of the grade average already earned for the course's theoretical component.
4. All financial obligations to the school must be paid, in full, at least two weeks prior to graduation.
5. Return all school possessions in your custody prior to the last day of class.
6. Complete the graduation clearance form, including the exit interview with the financial aid officer.
7. After successful completion of the program students will be awarded a **Diploma in Practical Nurse.**

COMMENCEMENT AND PINNING CEREMONY

An annual commencement and pinning ceremony will be held at an off-site location for students who have completed the requirements for graduation. Students eligible to participate in the commencement and pinning ceremony will be required to RSVP by the date indicated in the official commencement invitation, which will be distributed to all eligible students prior to commencement.

HOURS OF OPERATION

The administrative office hours of UTI are available from 8:30 a.m. until 5:00 p.m., Monday through Thursday, and from 9:00 a.m. until 3:00 p.m. on Fridays. No classes are held and no administrative offices are open on those holidays listed on the UTI School Calendar. The calendar also lists school recesses, during which no classes are offered but some, or all, administrative offices may be open.

Daytime classes and sessions are held from 8:30 a.m. to 4:00 p.m., Monday through Thursday. A one-hour lunch and appropriate breaks are included during that period.

Evening classes and sessions are held from 6:00 p.m. to 10:00 p.m., Monday through Thursday, with appropriate breaks included. Evening Classes are on hold at this time.

STATEMENT OF LEGAL CONTROL

Universal Training Institute is an S Corporation established in 2006 duly authorized by the State of New Jersey as a for-profit organization. Ms. Claudia P. Houston is the sole shareholder of the corporation and serves as chairperson of the corporation's Board of Directors. The Board serves in an Advisory capacity to the institution. Its members are the following:

Members of Universal Training Institute Advisory Board of Directors

Ms. Claudia Houston, RN, BSN, MSA Chairperson

Ms. Derrice Gordon, DNP Secretary/Treasurer

Ms. Junel Hutchinson Member / Professional Community

Ms. Brenda Dudley, RN, BSN Member / Community Representative

Mr. Adeniji Adesola RN, BSN, MSN Member of Professional Community

ADMINISTRATIVE STAFF

Ms. Claudia P. Houston, MSA, BSN, RN	CEO/President
Ms. Loretta Chappotin RN, BSN, MSN	Director of Nursing/Program Administrator
Mr. Travon Houston	Director of Admissions/Marketing
Mr. Sijuwade Saka, BSc, ACA, PMP, CISA, CISM, CRISC, CDPSE	VP Operations, Finance & Compliance
Mr. Nicholas Stewart	Registrar Officer
Ms. Iren Brodsky	Financial Aid Officer
Ms. Cinnamon Houston	Admissions Officer

PRACTICAL NURSE PROGRAM FACULTY

Jessica Horning RN, BSN Berkley College	Full-Time Faculty
Jyothi Nagalla RN, BSN	Full-Time Faculty
Sameh Bashera RN, BSN BSN, Gwynedd Mercey University	Full-Time Faculty
Patricia Lauria RN, BSN	Full-Time Faculty
Derek Frazier MD	Adjunct Faculty
Charles Adekanye, RN, MSN Kean University, NJ	Adjunct Faculty
Tasha Thompson RN, BSN University of Phoenix, AZ	Adjunct Faculty

TUITION AND OTHER CHARGES

Effective January 1, 2022

Registration/ Admission Testing Fee	\$ 100.00 (non-refundable)
Criminal Background Fee	\$ 30.00 (non-refundable)
Program Tuition	\$ 22,500.00
Books and Supplies	\$ 2,600
Repeat Fee	\$ 20.00 per clock hour
Return Check Fee	\$ 35.00
Late Payment Fee	\$ 35.00
Graduation Fees	\$ 300.00 Not Included
NCLEX®-PN Exam Fee (NJ)	\$400.00 (NY - \$343) Not Included

SCHOOL CALENDAR: 2024-2025

January 8, 2024	School Reopens
January 15, 2024	Martin Luther King Jr. Day
February 19, 2024	President's Day
May 27, 2024	Memorial Day
June 19, 2024	Juneteenth
June 27, 2024	Last Day of Class before Summer Recess
July 1 – July 12, 2024	Summer Recess
July 15, 2024	School Reopens
September 02, 2024	Labor Day
November 28, 2024	Thanksgiving
November 29, 2024	Black Friday
December 19, 2024	Last Day of Class
December 20, 2024	School Closed for Winter Recess
January 6, 2025	School Reopens

SCHEDULED START DATE

Students are enrolled on continuous basis. Normally, new cohorts start three times in a calendar year - Winter, Spring and Fall. The enrollment starts dates are subject to change subject to student enrollment. UTI has temporarily suspended evening classes until further notice effective September 2019.

Evaluation Techniques:

Every student will take a series of quizzes, exams, ATI assignments and final exam as the primary basis for determining their level of understanding, retention and recall. Additionally, the instructors may give grade credit for class participation and special projects. Class participation and timely completion of all homework/ class assignments are part of the evaluation process. These combined scores will determine the student's final grade. The quizzes and exams are given at strategic times to enable the student time to digest the course content in small doses. Test scores that are below 75% indicate that the student has not learned or retained the required material for the course. The student will have the opportunity to receive remedial instruction at designated times set forth by the instructor to help the student reinforce previously learned material. The instructor will also encourage the student to seek remedial instruction before or after class, when necessary, as an added means of learning the material for that day. Students should make arrangements for additional practice, independent study or tutoring, as they deem necessary. Tests will be both cognitive and psychomotor, with the psychomotor skills being measured against industry standards. UTI will use a test bank system or instructor prepared exams, formulated following the NCLEX® style review questions, from the beginning courses through the end, to familiarize students with questions and techniques they will need by the conclusion of the program. UTI will take every measure necessary to evaluate the effectiveness of our programs, lessons plans and instructors. Universal Training Institute's overall goal is to help the students reach "maximum" success in their studies.

- The Directors will make periodic unannounced visits to classrooms during instructional hours to evaluate the instructors' teaching techniques and class participation. Their evaluation will be based on the instructors' ability to answer the student's questions, engage the student in class activities, following the curriculum and presents the knowledge and confidence in the subject being taught.
- If a concern with an instructor is identified by any of the Directors, the instructor will be counseled immediately.
- At the conclusion of each course the student will be asked to complete a questionnaire /survey. The questionnaire will include course content, instructor's teaching skills, class starting and ending on times and the student's satisfaction.

Systematic Plan of Evaluation:

Universal Training Institute takes great pride in assuring all of our standards are current with industry standards, practices and guidelines. We elicit the assistance of the professional staff; members from within out affiliate organizations and administration to review the curriculum, student activities/ preparation, faculty effectiveness, complaints, and an overall review of policies and procedures. We track and trend the findings of the group and incorporates their recommendations into future quality improvement activities.

In addition to the evaluation process Universal Training Institute performs ongoing evaluations of the instructors. The students evaluate each instructor following the completion of every course. Additionally, the Program Directors conduct annual performance evaluations of the instructor staff that have successfully completed one full year of uninterrupted employment. This process is one of the indicators used to ensure we hire/ retain the best possible people to work with our students, represent our school and meet each program objectives.

The Directors compile the results of the evaluations and reports are generated annually. The results will be discussed at the annual program evaluation meeting and data shared with all members in an effort to remediate future problems.

The group meets, at least, annually, but more often if necessary. The membership includes representation from:

- Local Hospitals and Nursing Homes
- Students
- Community Leaders Faculty
- Administration
- Members from School Advisory
- Committee Others (when necessary)

We believe the concept of continuous quality improvement as the venue to ensure we are keeping abreast of the latest and best technology and personnel available.

ANNUAL STUDENT PERFORMANCE REPORT

Universal Training Institute is pleased to share with the general public and readers of this catalog how well our students are doing as a result of their studies with us. The following table gives our students' performance statistics for our most recently completed reporting year. UTI publishes this information on an annual basis.

The “**Completion**” rate represents the percent of students who remained enrolled and continued their studies out of the total number of students who were enrolled during the reporting period indicated.

The “**Placement**” rate represents the percent of all students who graduated during the reporting period indicated and who got jobs as licensed practical nurses (LPNs) during that same period.

The “**NCLEX®-PN**” rate represents the percent of graduates who, during the reporting period indicated, took the licensure exam required by the State of New Jersey and passed it on their first attempt.

NCLEX® RESULTS	
Reporting Year	NCLEX®-PN
01/01/2023 – 12/31/2023	83.64%
01/01/2022 – 12/31/2022	77.92%
01/01/2021 – 12/31/2021	86.84%

Reporting Year	Placement Rate
01/01/2022 – 12/31/2022	74.14%
01/01/2021 – 12/31/2021	71.67%
01/01/2020 – 12/31/2020	79.55%

Reporting Year	Completion Rate
01/01/2022 – 12/31/2022	71.60%
01/01/2021 – 12/31/2021	89.55%
01/01/2020 – 12/31/2020	76.67%

ACADEMIC PROGRAM

PRACTICAL NURSE PROGRAM 1196 Clock Hours

Practical nurses are essential to the healthcare profession, serving as vital links between physicians, registered nurses, and patients. Practical nurses function as members of the client care team in planning, implementing and evaluating nursing care. The practical nurse engages in a multitude of tasks including the following: assisting the client to learn appropriate self-care techniques; observing, recording, and reporting to appropriate supervisory personnel the client's general physical and mental condition and any signs and symptoms that may be indicative of change; administering medications; performing wound care; and, preparing patients for operative procedures and other treatments.

The knowledge and skills taught in the program prepare the graduate for entry-level employment as a Licensed Practical Nurse. Upon successful completion of the program curriculum and after satisfaction of all other graduation requirements, the student will be awarded a Diploma as a Practical Nurse.

The normal completion time, in months, for the day session is fourteen (14) months. For the evening session, the normal completion time is twenty (20) months. Lecture class size is limited to thirty- five students.

students for a student/teacher ratio of 1:30. Lab and clinical student/teacher ratios are limited to 1:10.

All graduates must take and pass the National Council of Licensing Examination (NCLEX®) to obtain licensure in their respective state. UTI will initiate graduates preparation to pass the NCLEX® starting in Capstone nursing (110). They then participate in an official 32 hours Ready To Pass NCLEX® review.

Program Objectives

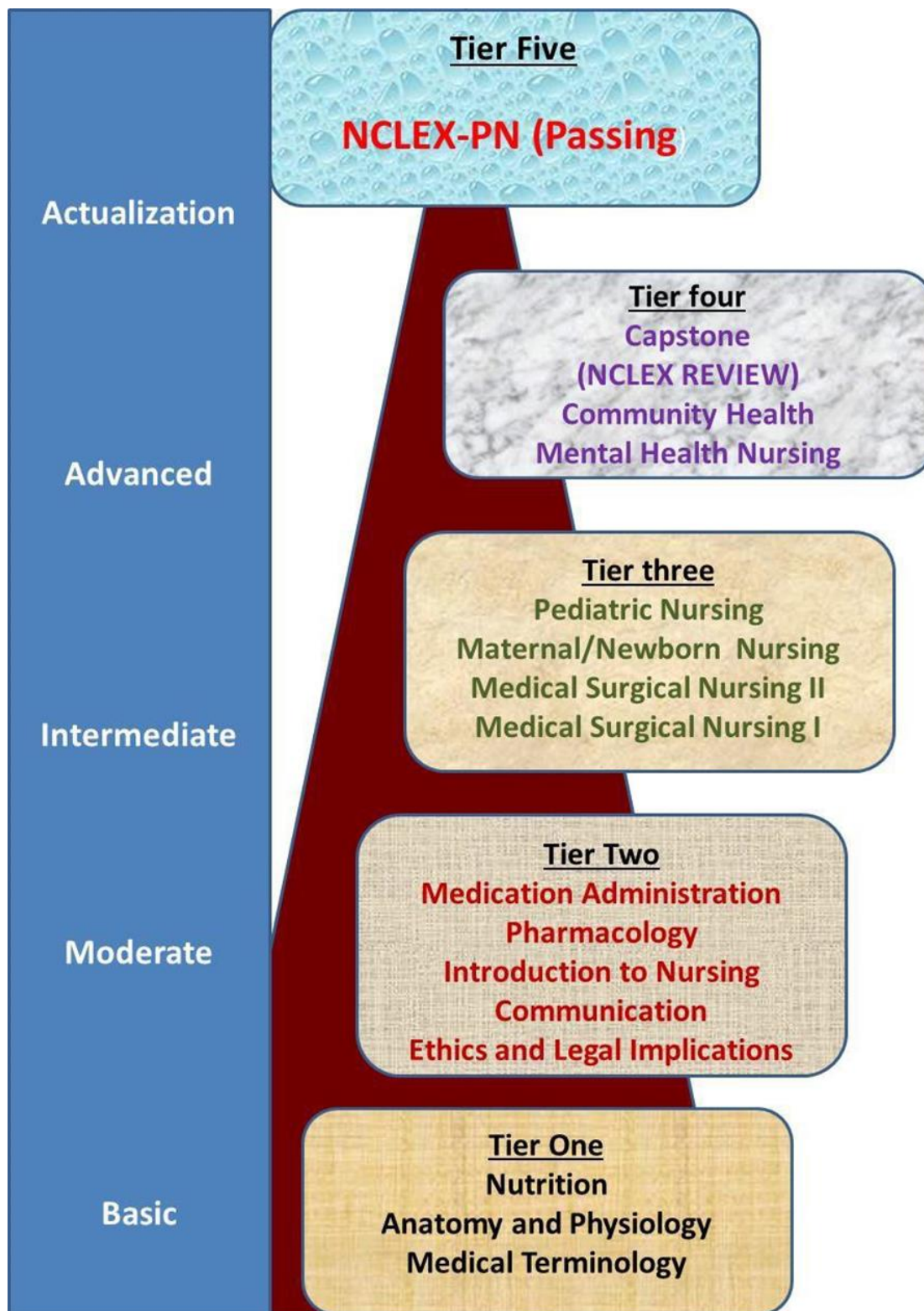
Upon completion of the Practical Nurse Program, the graduate will be able to:

1. Practice nursing safely using a holistic human needs framework.
2. Communicate effectively with clients, families and members of the healthcare team.
3. Implement caring behaviors in variety of settings using the nursing process.
4. Adhere to the legal and ethical standards of practice.
5. Use critical thinking in the decision making process.
6. Demonstrate responsibility for continuing professional and personal development.

CURRICULUM OUTLINE

Course Abbreviation	Course Number	Course Name	Clock Hours
TERM	100	Medical Terminology	26 - Lecture
ANAT	101	Anatomy & Physiology	104 - Lecture
NUTR	100	Nutrition	52 - Lecture
ETHS	100	Ethics	52 - Lecture
COMM	100	Communication	26 - Lecture
NURS	101	Introduction To Nursing	78 – Lecture 78 - Lab
PHAR	101	Pharmacology	104 - Lecture
MEDS	100	Medication Administration	26 – Lecture 26 - Lab
NURS	102	Medical Surgical Nursing I	78 – Lecture 78 - Clinical
NURS	103	Medical Surgical Nursing II	78 – Lecture 78 - Clinical
NURS	104	Maternal Child Nursing	39 – Lecture 39 - Clinical
NURS	105	Pediatric Nursing	39 – Lecture 39 – Clinical
NURS	106	Mental Health Nursing	39 – Lecture 39 - Clinical
NURS	107	Community Health Nursing	13 – Lecture 13 - Clinical
COMP	110	Comprehensive Review Synthesis	52 - Lecture
Total Hours			1196

Curriculum Framework



Course Descriptions

Special Note: To ensure adequate exposure to NCLEX®-PN focused learning and current evidence-based practices, UTI uses the ATI PN NCLEX® preparation study modules. The various modules are integrated into the syllabi for the program to reinforce the training UTI faculty provide and to provide continuous exposure to and practice on NCLEX®-type questions. Students are required to complete these modules as part of their final course grades. Failure to do so may result in a student failing the course. At the end of every practice and/or proctored assessment, each student will undergo a focused review exercise as outlined in the syllabus.

TERM 100 Medical Terminology: 26 Hours

Prerequisite: None

This course is designed to acquaint the student with medical terminology used by healthcare organizations and to acquire vocabulary to which nursing concepts will be applied. Students will learn the appropriate use of medical terminology when speaking, writing, educating, using medications, performing treatments and interacting with clients and interdisciplinary teams throughout the healthcare continuum. Maslow's Hierarchy of Needs is the organizing framework.

ANAT 101 Anatomy and Physiology: 104 Hours

Prerequisite: TERM 100

This course is designed to provide the student with the basic understanding of the structure and function of the human body. The student will be educated on the relationship between cells, tissues, organs, and how they work in unison with one another from the simple to the more complex. Body systems are reviewed and interrelationships presented with a problem-focused learning approach. The course will also offer an introduction to the normal function and structure of the human body including an understanding of the relationship of the different body systems in maintaining homeostasis. Anatomy Physiology is the second course within the first tier of the organizing framework, which further integrates Maslow's Hierarchy of Needs. Medical Terminology concepts will be incorporated to demonstrate the correlation between the two courses.

NUTR 100 Nutrition: 52 Hours

Prerequisite: ANAT 101

This course is designed to educate the student about the value of good nutrition as it influences health and wellness. Essential nutrients that help the body grow and repair itself with the introduction of the food pyramid and its significance in health prevention and maintenance throughout the life cycle are also incorporated in this course. Additionally, the inclusion of cultural diversity diets in meeting nutritional needs in the United States is explored. Nutrition is the third course within the first tier of the organizing framework. Students will learn the relationship between Medical Terminology and Anatomy & Physiology as it relates to meeting the basic physiological needs of the human body.

ETHS 100 Ethics and Legal Implications: 52 Hours

Prerequisite: NUTR 100

This course is designed to assist the student in transitioning to the role of the professional, practical nurse. The student will be introduced to their professional roles as it relates to the legal and ethical issues influencing practice in healthcare delivery system today. The student will learn their responsibility in providing Client-Centered-Care, Team work and Collaboration, Evidence- based Practice, and Safety within the scope of the professional licensed practical nurse. Moral and sound judgment and careful documentation are the keys to protecting themselves and clients from adverse outcomes. Health Insurance Portability and Accountability Act (HIPPA) laws, client confidentiality, and the professional agencies and organizations which govern the practice of nursing are discussed. Additionally, the stages of death and dying, delegation, prioritization, handling infectious diseases, safe use of equipment and disaster and emergency responses are taught. The students have successfully completed the foundation of the first tier of the organization framework and are prepared to advance to tier two of Maslow's Hierarchy of Needs.

COMM 100 Communication: 26 Hours

Prerequisite: ETHS 100

This course is designed to provide the student with the fundamental basic of understanding verbal and non-verbal therapeutic communication skills. Students will identify basic concepts of communication and how to correlate terms with meanings. The student will learn techniques of interviewing, effective communication, teamwork, and collaboration with members of the healthcare team, clients, families, and individuals from diverse populations. The importance of written communication will also be incorporated. Communication is the second course within the second tier of the organizing framework. Utilizing all of the skills, knowledge, and abilities learned in courses one (1) through six (4), students will now learn effective communication techniques. These communication strategies will assist clients in the healthcare arena meet their needs of affection, feelings of belonging and meaningful relationships with themselves and others according to Maslow's Hierarchy of needs.

NURS 101 Introduction to Nursing: 156 Hours

Prerequisite: COMM 100

This course introduces students to the theoretical and therapeutic aspects of the art and science of nursing. The basic human needs across the lifespan according to Maslow's Hierarchy of Needs will be continually threaded throughout this course. The concepts and fundamental skills used by the practical nurse will be presented and evaluated. Structured laboratory activities and clinical experiences will be used to enable students to apply their knowledge about humans, environment, and health as related to their caregiving role. Students will render safe and therapeutic care to residents in sub-acute and long-term care settings. The nursing process is utilized as the foundation of all nursing interventions and approaches in identifying patient problems and meeting patient needs. The principles, techniques, and skills of therapeutic communication are explored further as they relate to nurse-patient relationships. Students are introduced to several concepts important for infection prevention and control measures.

Introduction to Nursing is the third course within the second tier of the organizing framework. At the completion of this course, students will have effectively mastered knowledge and skills from the previous five (5) taught courses using Maslow's Hierarchy of Needs.

PHAR 101 Pharmacology: 104 Hours

Prerequisite: NURS 101

Pharmacology is the study of drugs and their origin, nature, properties and effect on living organisms. This course is designed to instruct the student in the study of medications, classifications/categories and federal organizations that regulate their use and discontinuation, including controlled, prescription and over the counter medications. The specific drug uses, doses, adverse reactions, contraindications, precautions, and interactions are considered.

Pharmacology is the fourth course within the second tier of the organizing framework utilizing Maslow's Hierarchy of Needs. It forms the basis of teaching students on providing safety and comfort to clients while administering medications within the healthcare environment.

MEDS 100 Medication Administration: 52 Hours

Prerequisite: PHAR 101

This course is designed to provide the student with the principles of medication administration. The theoretical and practical applications of administering medication safely while learning the principles of calculation, conversions and the corresponding nursing implications will be taught. The student will participate in the administration of topical, oral, subcutaneous, intramuscular, and sublingual medications in the skills lab. Using critical thinking, students will apply the concepts, principles, and practices needed to prevent medication errors. Additionally, they will learn how to read the medication record and when to notify the advanced healthcare providers should they patients experience any difficulty. Medication Administration is the fifth and final course within the second tier of the organizing framework utilizing Maslow's Hierarchy of Need. Concepts previously learned in Pharmacology, Introduction to Nursing, Communication, Ethics, Nutrition, A&P, and Medical Terminology will all be integrated throughout this course.

NURS 102 Medical-Surgical Nursing I: 156 Hours

Prerequisite: MEDS 100

This course is designed to use the application of the nursing process to care for the adult client experiencing medical/surgical conditions in the health-illness continuum. It will assist the student with developing skills that will promote their understanding of needs of clients and families with acute and chronic illnesses. Students will focus on the nursing needs of clients whose condition require adaptation to limitations and interruptions in daily living as well as with family unit and their return to the community. Critical thinking is used within the framework of the nursing process. Clinical experiences will be provided in acute, sub-acute, long-term care and outpatient agencies. Medical Surgical 1 is the first course in tier three (3) of the organization framework. This course builds on the previous knowledge and experiences taught in Medical Terminology through Introduction to Nursing. Pain management and end of life care will be incorporated to enable the student to manage the care of the client in crisis situations. This course will focus on factors that contribute to illness and the evidence-based measures to be taken that will assist the client to acquire safe quality clinical outcomes. Client-Centered Care, Teamwork, Collaboration, Quality Improvement, Safety and the usefulness of information technology will be emphasized. Maslow's hierarchy of needs is the framework that will be used to care for clients with alteration in fluids and electrolytes, nutrition, elimination, oxygenation and psychosocial needs.

NURS 103 Gerontology / Medical-Surgical Nursing II: 156 Hours

Prerequisite: NURS 102

This course is a continuation of Medical Surgical I, in providing care to diverse population of aging clients experiencing complex health alterations. Emphasis will focus on factors that contribute to illness of the aging client and the disease-specific evidence-based measures to be taken that will assist the aging client to acquire safe quality clinical outcomes. Additionally, psychosocial and economic realities of the aging client will be discussed. A focus on disease- specific interventions is taught to promote safe, quality, cost-efficient care. Client-Centered Care, Teamwork, Collaboration, Quality Improvement, Safety and the usefulness of information technology will continue to be emphasized. Maslow's hierarchy of needs is the framework that will be used for the intervention of conditions that are common of the aging including; signs and symptoms, diagnostics test, medical/surgical treatment, nutritional needs, pharmacological therapy, and prognosis. Clinical experiences include the student interfacing with the aging clients in their home, acute and long-term care facilities and community-based agencies.

NURS 104 Maternal / Newborn Nursing: 78 Hours

Prerequisite: NURS 103

This course is designed to introduce the student to maternal/newborn nursing. Studies of biological, psychological and sociological concepts applicable to basic needs of the family including childbearing and neonatal care will be discussed. Topics include physiological changes related to pregnancy, fetal development and nursing care of the family during labor and delivery and puerperium. The student will learn about conception, prenatal care, fetal development, labor, birth, post-partum and newborn care. Also; high-risk pregnancies, complications during delivery and high-risk newborns are studied. Holistic health in caring for mothers and children, the promotion and maintenance of holistic health, and wellness is emphasized. Sexually transmitted diseases, social, cultural and economic implications for the expected family will be discussed.

Clinical experiences include students caring for mothers and newborns in acute care and community-based facilities. Maternal Newborn Nursing is the third course within tier three of the organizing framework utilizing Maslow's Hierarchy of Needs. Using all of the knowledge obtained from Medical Terminology through Medical Surgical Nursing II will help the student understand and provide care to this unique population group of mother and child.

NURS 105 Pediatric Nursing: 78 Hours

Prerequisite: NURS 104

This course is designed to provide the student with understanding how to care for pediatric patients and explore health-related conditions of children from infancy through adolescence. The focus is on the care of the well and ill child utilizing the nursing process. The principles of safety and use of security devices, disease and accident prevention, pediatric admission and discharges, signs of respiratory distress, child abuse, immunizations, bonding and parenting role will be discussed. Also, end of life care, pain management and growth and development of children is emphasized. Pharmacology and Pediatric medication calculations will be integrated throughout the course. Clinical experiences with families and children will be provided in a variety of settings. Pediatric Nursing is the fourth (4) course in tier three of the organization framework. It incorporates knowledge and skills from all previously taught courses from Medical Terminology through Maternal Child Nursing using Maslow's Hierarchy of Needs.

NURS 106 Mental Health Nursing: 78 Hours

Prerequisite: NURS 105

This course is designed to provide the student with an understanding of mental health and mental illness. The student will learn the principles and theories of positive mental health and human behaviors. Nursing interventions in the most common psychiatric disorders and treatment modalities are covered. Included is an in-depth review of antidepressants and other psychotherapies related medications, the understanding of self and others, emotional responses and coping mechanisms are explored. Additive illnesses, their resulting behaviors, and societal implications are discussed. Interpersonal relationships and therapeutic communication will serve as core concepts in this course.

Clinical experience in acute, long-term care and community- based psychiatric care facilities will be provided. This is the first course of tier four of Maslow's Hierarchy of Needs using the Nursing Process. Students have successfully completed the previous three tiers and are prepared to meet the challenges of helping clients respond to their self-esteem needs throughout the healthcare continuum.

NURS 107 Community Health Nursing: 26 Hours

Prerequisite: NURS 106

This course will provide students with experiences in community health settings where they visit and provide care to patients including, but not limited to clinics, outpatient facilities, hospices, home care agencies, AA/NA, and other community settings. The student will become familiar with community resources available to patients such as: social, economic and spiritual organizations. This is the second course within tier four of the organization framework. It incorporates the knowledge obtained from courses one through twelve utilizing Maslow's Hierarchy of Needs.

COMP 110 Comprehensive Review / NCLEX® Preparation: 52 Hours

Prerequisite: NURS 107

This course is designed for students to evaluate all aspects of the Nursing Program and to Participate in a comprehensive review of all courses in preparation for the NCLEX®-PN Examination and entry level practice as Licensed Practical Nurses. They will practice all nursing skills and memorize normal and abnormal vital sign parameters and laboratory values to identify patients in crisis. Students will integrate all clinical and didactic skills previously taught, incorporate critical thinking exercises and take the exit examination at the conclusion of this course. Comprehensive Review/NCLEX preparation is the final course within UTI curriculum following Maslow's Hierarchy of Needs with the ultimate goal of students' passing the NCLEX® on their first attempt, thereby meeting Maslow's Self – Actualization Goal in Nursing.

Assessment Technologies Institute Review and Remediation Policy

What is ATI?

- Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX®-PN success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating through these orientation materials.

Modular Study:

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers unique Tutorials that teach nursing students how to think like a nurse; how to take a nursing assessment and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.

Assessments:

Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that may be scheduled during courses.

Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review which contains links to ATI books, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

Grading Rubric: May vary by course: maximum percentage of grade is 25%

Student Acknowledgement

Initial all and sign below:

_____ I have received a copy of and have read the ATI Assessment and Review Policy

_____ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI.

Student Signature

Date

Student Printed Name

COVID-19 PANDEMIC POLICIES AND PROCEDURES Summer 2020

Effective March 17, 2020, Universal Training Institute was required by state and federal law to discontinue all in-person instruction. Pursuant to this mandate, UTI immediately moved to offering instruction via an online platform. Policies and procedures were implemented to guide online expectations to ensure adherence to established standards. Until such time that it is deemed safe by all state, federal and CDC standards, classes will remain online indefinitely for the safety of our students, faculty and administrative staff.

UTI has therefore instituted mandatory requirements in order to be compliant with the Board of Nursing, Accreditation agencies and other fiduciaries. While remaining on the online platform, we have not altered the high standards of academic performance required of our students.

Theoretical and clinical instruction is offered through Zoom, a platform which mirrors a face-to-face student/teacher relationship. Clinical and laboratory instruction is offered through virtual learning platform using Assessment Technologies Institute (ATI) and Swift River online.

If a student is unable to meet these obligations, we highly recommend that those students wait to start or resume their coursework when classes are offered in-person. For those students who make the voluntary decision to take course online, these rules must be followed:

Online Learning Expectations

1. Students must remain visible during all regulated school hours between 8:30AM – 4 PM (with the exception of breaks) and 5:30 PM -10PM (evening). If you are not visible during the scheduled hours, you will be marked absent.
2. For your safety, you must remain stationary on camera during the entire time classes are in session. If you are not stationary, you will be logged out of class for the remainder of the day. (For example, you cannot be observed driving in a vehicle)
3. You will need to have reliable access to a laptop, chromebook, or desktop computer for 6 - 7 hours per day to perform daily assignments remotely (please note: most assignments may be difficult to accomplish on a phone).
4. Video and audio will need to be enabled during all remote meetings and you will need to be in an appropriate location,
5. If you have difficulty accessing the internet and/or access to a reliable device, you must communicate your issue/concern prior to the start of your program. You will be issued a device at the start of the program and be responsible for returning it at the end of the program
6. You will be issued a school email address and most remote assignments will be assigned via the learning management system Orbund. You will be expected to access all learning platforms as assigned each day and trained accordingly in access and usage.
7. If you have technology issues (power outage, unreliable internet, computer/ laptop crash, etc.) on a remote learning day, it is critical that you are able to communicate with your instructor prior to the start of class. You must document the issue and if possible, complete alternate assignments as assigned by your instructor.
8. Students will be expected to log in to the virtual classroom associated with the enrolled course on each scheduled school calendar day, demonstrate classroom participation, complete assignments according to the syllabus and remain present for the full class.

9. Failure to complete assignments remotely on the assigned day may result in the loss of attendance/clock hours for that day and a zero for those assignments. If the above criteria is unmet it will require makeup of the missed hours. You are not allowed to miss more than 10% of the total clock hours for each course and/or the entire program.
10. Students who are unable to log in to the Zoom meeting must notify the school with the reason for the absence. Documentation is required on the day of return to class in order for the absence to be excused
11. Make up assignments will be completed on Friday of the week missed hours occur. Students will not be required to login to the Zoom classroom for instructor led classes. Instead, the student will be required to submit: A) curriculum-based, assignments with specific tasks, B) an online lesson from ATI or NurseThink, or C) an opportunity to re-submit missed assignments. Faculty will make the final determination regarding the makeup assignment. In order to receive credit for the missed hours, all assignments and or tasks must be completed as outlined.
12. You Must be dressed appropriately, no head wraps (except for religious reasons, if approved wrap must be white, burgundy or black), pajamas or other inappropriate attire
13. You must be seated in an upright professional position, not lying-in bed
14. All examinations will be proctored via Zoom and or Proctorio[®]. During testing, students must remain visible on camera until the entire test is completed and the faculty member releases the group.
15. Any issues or concerns must be addressed in a professional manner at all times. Student to faculty; faculty to student and peer to peer Civility must be maintained at all times. No yelling or screaming at one another, across the zoom platform. We encourage the use of the chat feature for the exchange of information. Please refer to the policy of Academic Integrity and Code of Conduct in this catalog. Any violation will result in a written warning with penalty up to suspension or dismissal from the program.

COVID-19 PANDEMIC POLICIES AND PROCEDURES

Effective March 17, 2020, Universal Training Institute was required by state and federal law to discontinue all in-person instruction. Pursuant to this mandate, UTI immediately moved to offering instruction via an online platform. Policies and procedures were implemented to guide online expectations to ensure adherence to established standards. Until such time that it is deemed safe by all state, federal and CDC standards, classes will adopt a hybrid online policy for the safety of our students, faculty and administrative staff.

UTI has therefore instituted mandatory requirements in order to be compliant with the Board of Nursing, Accreditation agencies and other fiduciaries. While remaining on the online platform, we have not altered the high standards of academic performance required of our students.

Theoretical instruction is offered through Zoom, a platform which mirrors a face-to-face student/teacher relationship. Clinical and laboratory instruction is offered through a hybrid method which entails virtual learning combined with occasional in-person laboratory and or clinical instruction. The virtual learning platform uses Assessment Technologies Institute (ATI) and Swift River online.

UTI follows strict social distancing regulations which includes use of a screening tool, signed attestation forms, temperature assessments of everyone while preventing those experiencing symptoms consistent with COVID-19 from entering the building.

"Hybrid / Online Learning Expectations

If a student is unable to meet these obligations, we highly recommend that those students wait to start or resume their coursework when classes are offered in-person. For those students who make the voluntary decision to take courses online, these rules must be followed:

1. Students must remain visible during all regulated school hours between 8:30AM – 4 PM (with the exception of breaks). If you are not visible during the scheduled hours, you will be marked absent.
2. For your safety, you must remain stationary on camera during the entire time classes are in session. If you are not stationary, you will be logged out of class for the remainder of the day (For example, you cannot be observed driving in a vehicle)
3. You will need to have reliable access to a laptop, chromebook, or desktop computer for 6 - 7 hours per day to perform daily assignments remotely (please note: most assignments may be difficult to accomplish on a phone).
4. Video and audio will need to be enabled during all remote meetings and you will need to be in an appropriate location.
5. If you have difficulty accessing the internet and/or access to a reliable device, you must communicate your issue/concern prior to the start of your program. You will be issued a device at the start of the program and be responsible for returning it at the end of the program.

6. You will be issued a school email address and most remote assignments will be assigned via the learning management system Orbund. You will be expected to access all learning platforms as assigned each day and trained accordingly in access and usage.
7. If you have technology issues (power outage, unreliable internet, computer/ laptop crash, etc.) on a remote learning day, it is critical that you are able to communicate with your instructor prior to the start of class. You must document the issue and if possible, complete alternate assignments as assigned by your instructor.
8. Students will be expected to log in to the virtual classroom associated with the enrolled course on each scheduled school calendar day, demonstrate classroom participation, complete assignments according to the syllabus and remain present for the full class.
9. Failure to complete assignments remotely on the assigned day may result in the loss of attendance/clock hours for that day and a zero for those assignments. You are not allowed to miss more than 10% of the total clock hours for each course and/or the entire program
10. Students who are unable to log in to the Zoom meeting must notify the school with the reason for the absence. Documentation is required on the day of return to class in order for the absence to be excused
11. Make up assignments will be completed on Friday of the week missed hours occur. Students will not be required to login to the Zoom classroom for instructor led classes. Instead, the student will be required to submit: A) curriculum-based, assignments with specific tasks, B) an online lesson from ATI or C) an opportunity to re-submit missed assignments. Faculty will make the final determination regarding the makeup assignment. In order to receive credit for the missed hours, all assignments and or tasks must be completed as outlined.
12. You Must be dressed appropriately, no head wraps (except for religious reasons, if approved wrap must be white, burgundy or black), pajamas or other inappropriate attire
13. You must be seated in an upright professional position; not lying-in bed
14. All examinations will be proctored via Zoom and or Proctorio[®]. During testing, students must remain visible on camera until the entire test is completed and the faculty member releases the group.
15. Any issues or concerns must be addressed in a professional manner at all times. Student to faculty; faculty to student and peer to peer Civility must be maintained at all times. No yelling or screaming at one another, across the zoom platform. We encourage the use of the chat feature for the exchange of information. Please refer to the policy of Academic Integrity and Code of Conduct in this catalog. Any violation will result in a written warning with penalty up to suspension or dismissal from the program.

HYBRID EXPECTATIONS:

16. You will be required to attend in person with your assigned group ONLY. To limit exposure of large groups, you will not be able to participate in class with a different group.
17. You will complete and sign a COVID screening attestation each week prior to attending in school classes
18. If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, DO NOT physically return to school until you get a medical evaluation, *negative COVID test and are approved to return by your primary care provider**. Please call the Director of Nursing/Program Administrator to discuss when to return to class
19. Students who miss greater than 10% of in person lab/classroom or clinical hours will be asked to drop the course and wait for the next available class.

TODAY'S DATE: _____ NAME: _____

<u>CDC GUIDED COVID-19 SCREENING</u>		
PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experienced any of the following symptoms in the past 48 hours: fever or chills cough shortness of breath or difficulty breathing fatigue muscle or body aches headache new loss of taste or smell sore throat congestion or runny nose nausea or vomiting diarrhea	YES	NO
Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with: Anyone who is known to have laboratory-confirmed COVID-19? OR Anyone who has any symptoms consistent with COVID-19?	YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	YES	NO
Are you currently waiting on the results of a COVID-19 test?	YES	NO
Did you answer NO to ALL QUESTIONS?	Access to UTI campus APPROVED. Please show this to the front desk staff or your faculty at the entrance. Thank you for helping us protect you and others during this time.	
Did you answer YES to ANY QUESTION?	Access to UTI NOT APPROVED. Please see Page 2 for further instructions. Thank you for helping us protect you and others during this time.	

BY ENTERING THIS SITE, I AM ATTESTING AND WILL COMPLY WITH THE ABOVE STATEMENTS.

☐ I AGREE _____ Signature _____

THE SCREENING YOU COMPLETED INDICATES THAT YOU MAY BE AT INCREASED RISK FOR COVID-19

IF YOU ARE NOT FEELING WELL, WE HOPE THAT YOU FEEL BETTER SOON!

Here are instructions for what to do next

1

If you are not already at home, please avoid contact with others and go straight home immediately.

2

Call your primary care provider* for further instructions, including information about COVID-19 testing.

3

Contact your Instructor to discuss options for remote assignments and/or leave of absence.

Before going to a healthcare facility, please call and let them know that you may have an increased risk for COVID-19.

In case of a life-threatening medical emergency, dial 911 immediately!

RETURNING TO THE SCHOOL



If you have had symptoms consistent with COVID-19 or have tested positive for COVID-19, **DO NOT** physically return to school until you get a medical evaluation and are approved to return by your primary care provider*. Please call the Director of Nursing/Program Administrator to discuss when to return to class. Read more about when it is safe to be around others at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.

If you have a chronic medical condition that causes COVID-19-like symptoms and you need to enter the facility within the next few days, please call your healthcare provider to determine whether you can safely be granted access to the school.

If you have been in close contact with someone with COVID-19 you should stay home and self-quarantine for 14 days before returning to class. Read more about when you should be in isolation or quarantine at

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

If you are currently isolating or quarantining because of concerns about COVID-19 OR you have a COVID-19 test pending, you will not be allowed back in the building without evidence of a negative covid-19 test. Contact your primary care provider* for guidance on when you can return to work/school.

If you have additional questions about when you can return to school or for information about COVID-19 and basic instructions to prevent the spread of disease, visit CDC's COVID-19 website at

<https://www.cdc.gov/covid19>.

Universal Training Institute Distance Learning

Distance Education

Universal Training Institute offers its LPN program residually but has been approved to offer instruction via distance learning during the COVID-19 pandemic and the restrictions on in-person activity. As a result, students may be required to take a portion of a course online and a portion on campus. Online instruction takes place synchronously (real-time) via Zoom and students are required to sign into the classes at the scheduled class times.

The Code of Conduct and Attendance policy are in effect for online instruction and students are required to be compliant or be subject to disciplinary actions.

Admissions

The admissions requirements are not different for online instruction as the program includes on campus instruction.

There are no additional costs and fees associated with distance learning at UTI.

Verification of Students' Identity and Protection of Students' Privacy

At the time of enrollment, each student is assigned a unique username and password to access the learning management system, Orbund. This username and password should not be shared with anyone and the student is responsible for protecting the information for instruction use.

Students will be required to turn their cameras on when they enter the Zoom classroom so that their identity can be verified.

All student records and information are secured and protected by UTI's system which requires secure access using passwords and other credentials as appropriate.

Online Orientation

There is no online orientation at this time as students are required to complete the in-person orientation prior to the start of each cohort.

Accessing the Platform

There are no tests used to determine access Orbund or Zoom.

Minimum Computer Configuration Requirements

To participate in online instruction, students must have a computer with the following minimum configuration to download Zoom and be able to access the cloud-based systems:

	Minimum	Recommended
Processor	Intel i3 or Ryzen 3	Intel i5/i7 or AMD Ryzen 5/7
RAM	8 Gb	12 Gb

Technical Support

Students or Faculty needing any technical support or assistance with accessing Zoom or Orbund should contact the UTI administrative offices at nstewart@universaluti.edu or (732) 826-0155.

Support is available during regular campus hours from 8am – 5pm (Monday – Thursday) and 9am – 3pm (Friday).