

**Universal
Training
Institute**



**Student Catalog
2016**

Volume 8

09/16

TABLE OF CONTENTS

PAGE NUMBER

1.	President's Welcome Address	4
2.	Licensure, Approvals and Accreditation	5
3.	UTI Philosophy of Nurse Education	6
4.	Mission Statement	7
5.	Institutional Objectives	8
6.	Institutional Profile	8
7.	Admission Policy	9
8.	Admission Requirements	9
9.	Students with Disabilities	10
10.	Transfer of Credit Policy	10
11.	Post-Admissions Health Requirements	11
12.	Malpractice Insurance	12
13.	Readmission Policy	12
14.	Federal Student Financial Aid (Title IV)	13
15.	Academic Unit of Measurement	14
16.	Course Code and Numbering System	14
17.	Satisfactory Academic Progress Policy	14
18.	Appeals	16
19.	Academic Dismissal	16
20.	Grading System	17
21.	Behavioral Dismissal Policy	19
22.	Policy on Academic Integrity	19
23.	Attendance Policy	19
24.	Punctuality Policy	20
25.	Leave of Absence Policy	20
26.	Withdrawal	21
27.	UTI Refund Policy	22
28.	Title IV Return Calculation	23
29.	Return to Title IV Funds	24
30.	Grants, Institutional Loans and Scholarships	25
31.	Student Services	25
32.	Student Records	26
33.	Grievance Policy	26
34.	Code of Student Conduct	27
35.	Academic Program (LPN)	28
36.	Classroom-Clinical Dress Code	37
37.	Guidelines for the Clinical Experience	38
38.	New Student Orientation	41

39.	Graduation Requirement	41
40.	Commencement & Pinning	41
41.	Drug Free Workplace Policy	42
42.	Hours of Operation	44
43.	Statement of Legal Control	44
44.	Administrative Staff	45
45.	Faculty	45
46.	Tuition and other Charges	46
47.	School Calendar	47
48.	Annual Student Performance Report	48

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

Universal Training Institute
174 Jefferson Street, 2nd Floor
Perth Amboy, New Jersey 08861
Telephone: (732) 826-0155
Website: www.universaluti.com

PRESIDENT'S WELCOME ADDRESS

As a registered nurse for over 32 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 your chosen profession have been 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 the New York City. Location of UTI provides the students with access to different places of interest.

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

Sincerely,

*Claudia Houston RN, BSN, MSA
President / CEO*

LICENSURE, APPROVALS AND ACCREDITATION

Department of Labor and Workforce Development

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

COEI, Department of Labor and Workforce Development, or
Department of Education Division of Student and Field Services
PO Box 057
Trenton, NJ 08625-0057
(609) 341-2031

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/>

Accrediting Council for Independent Colleges and Schools (ACICS)

The UTI is accredited by the Accrediting Council for Independent Colleges and Schools to award the diploma in Practical Nurse. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS is located at the following address:

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington DC 20002-4223
Tel: 202-336-6780

United States Department of Education

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. The main address for the Department is the following:

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

UTI PHILOSOPHY OF NURSE EDUCATION

The faculty of Universal Training Institute believes that the philosophy of the Practical Nurse 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 nursing 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 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.

MISSION STATEMENT

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

INSTITUTIONAL OBJECTIVES

To achieve this 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,
5. Encourage and instill in students the importance of continuing education for professional development and career advancement.

INSTITUTIONAL PROFILE

Universal Training Institute (UTI) is a postsecondary institution established in Perth Amboy, New Jersey in 2006. It began offering classes in 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, then, 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, in which they can maximize their learning potential, and in which they can 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 their profession and to embrace the necessity of and desire for lifelong learning.

ADMISSIONS POLICY

Universal Training Institute is an equal opportunity employer and follows the same policies in accepting applications from potential students. UTI is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

Admission Requirements

To be eligible for admission, an applicant must meet the following requirements:

- Be at least 17 years of age
- Provide a valid government-issued ID with photo and proof of U.S. citizenship, U.S. national, or permanent residency status. A U.S. national is a person who was born in American Samoa or Swains Island.
- Have an initial admissions interview with the Director of Marketing or designated official.
- Pay the admissions testing fee, take and pass the TEAS Entrance Examination with a minimum score acceptable to the institution;
- Be able to speak, read, and write fluently in English (as determined during the admissions interview and the taking of the entrance exam);
- Provide a verifiable Social Security Number (needed for criminal background check and also needed if applicant intends to apply for student financial aid);
- Provide acceptable documentation of completion of high school or its recognized equivalent. Any one of the following is acceptable:
 - 1) Copy of a U.S. high school diploma;
 - 2) Copy of U. S. high school transcript showing graduation date;
 - 3) Copy of a state-issued General Educational Development (GED) certificate;
 - 4) Copy of a state-issued certificate of high school completion through home schooling; or,
 - 5) Copy of a high school transcript from a foreign institution that has been certified by an organization or agency acceptable to UTI as the equivalent of a U.S. high school diploma.
- In lieu of a high school diploma, provide proof that an associate degree or higher has been completed. In this case, the requirement to take the TEAS exam is waived.

- Proof of selective service registration or proof of exemption for men born on or after January 1, 1960.
- Pay the required Registration Fee.
- Sign and date an Enrollment Agreement, which is the binding contract between UTI and the student that outlines the obligations of both and that details the cost of tuition and fees for the Practical Nurse Program.

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 any special 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 involves.

TRANSFER OF CREDIT POLICY

UTI will consider accepting transfer credits or clock hours earned at another post- secondary institution provided that the following criteria are met:

1. The postsecondary institution is accredited by an agency recognized by either the U.S. Department of Education or the Council on Higher Education Accreditation;
2. The course or courses being transferred are a part of a practical nurse or registered nurse curriculum that has been approved and accredited by the New Jersey Board of Nursing and/or the National League of Nursing;
3. The course or courses are determined to be comparable in both content and duration to a course or courses offered by UTI; and,
4. The course was completed within six months of the date that the student is applying for admission into UTI and the student earned a grade of B or higher.

If courses 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.

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.

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 Implication in Health Care

The Director of Nursing will make the determination as to whether the course or courses requested for transfer credit satisfy the above criteria and whether transfer credit will be granted. The Director's decision is final and not appealable.

As indicated in the Satisfactory Academic Progress Policy section of this catalog, although grades earned for transferred 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 successfully completed. This provision became effective on January 1, 2015.

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 Higher Education, it is not likely that successfully completed UTI clock hours will transfer to other postsecondary institutions.

POST- ADMISSIONS HEALTH REQUIREMENTS:

1. Every student will be required to have a tuberculin skin test (PPD/TST test) **within 14 days of enrollment**. If a student has a positive test result, a chest x-ray report 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:
 - i. Submission of a completed health examination form to the Director of Nursing. This health examination must be effective for the length of time the student is in the Practical Nurse Program.
 - ii. Documentation of immunity (titers) to measles, mumps and rubella (MMR immunity), Varicella, and, if born on or after 1/1/ 1957, Rubeola.
 - iii. 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, asking to be readmitted. Any student who has been out of the program in **excess of six months** 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.

FEDERAL STUDENT FINANCIAL AID (TITLE IV)

Universal Training Institute has been designated by the U. S. Department of Education (ED) as an eligible institution so that its students may apply to ED 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 ED 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 booklet form 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 on the UTI website at www.universality.com.

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

That aid can be in the form of grants, which are monies 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 in UTI's "Student Financial Aid Information" handbook. Financial aid staff is available to explain the application process and to assist students in applying for aid and in understanding their 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 must be 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. The requirements for Satisfactory Academic Progress are discussed later in this catalog beginning on page 14.

UTI Financial Aid and Disclosures Contact Information

Ms. Iren Brodskiy, Financial Aid Officer

174 Jefferson Street, Perth Amboy, NJ 08861

(732) 826-0155; www.financialaid@universality.com

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 instruction.**

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.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students are required to meet the standards of academic performance 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.

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.

For any student who, for any reason, has not remained on track with his or her studies, 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 that student's MTF.

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

1. Students are evaluated for academic progress after the completion of every course.
2. If a student fails a course, the student is immediately placed on academic probation.
 - A. The student will remain on academic probation until:
 - i. The student retakes the failed course when it is next offered and passes it on the next attempt; or,
 - ii. The student retakes the failed course and fails it again
 - 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.
 - C. If the student fails the course for a second time, the student is academically dismissed from the school.
1. At the completion of a course, any student whose cumulative grade point average (CGPA) is below 2.5 or whose successful completion rate is less than 75% of all clock hours attempted will be placed on academic probation.
 - A. The student will remain on academic probation until he or she raises their CGPA to 2.5 or higher and/or their completion rate to 75% or better. **During this time, the student must adhere to the academic improvement plan provided by the Director of Nursing or the Director of Student Affairs and must make satisfactory progress under that plan as determined by either of these directors. Failure to do so will result in the student's being academically dismissed from UTI.**
 - B. Any student who fails to earn the minimum CGPA or the required completion rate prior to the end of his or her studies will be academically dismissed from the institution.
 - C. 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.

APPEALS

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Director of Nursing, who, with the Director of Student Affairs, 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 (such as a hurricane, tornado, or severe flooding). Any claim of mitigating circumstances must be accompanied by verifiable documentation of the circumstance(s) being claimed.

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 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 DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to UTI until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

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	-----	-----	Withdraw Passing**
WF	-0-	-0-	Withdraw Failing

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

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

Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade. 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.

Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

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.

TR Grade

A grade of TR is assigned for a student's successful transfer of clock hours (or converted credits) earned from an accredited institution. Grades earned for transferred courses will not be included in the calculation of a student's cumulative grade point average (CGPA) but the clock hours (for converted credits) will be included in a calculation of total clock hours attempted and total clock hours successfully completed.

W Grade

A student who formally withdraws from the institution 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.

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 and the clock hours for the course are not 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.

BEHAVIORAL DISMISSAL POLICY

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.

POLICY ON ACADEMIC INTEGRITY

The institution will not tolerate any forms of academic dishonesty, including cheating and plagiarism. Any student caught committing or participating in any form of academic dishonesty will automatically fail the particular course and will 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 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 permanent dismissal from the institution. This action is not appealable.

ATTENDANCE POLICY

Universal Training Institute records the daily attendance of each student in accordance with State of New Jersey guidelines. Regular attendance and punctuality at scheduled class times is expected of all students. Any student who, for any reason, misses more than 10% of any lecture class, laboratory or clinical session, will 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 be dismissed from the institution.

All class work and assignments missed because of absence must be made up by the student, whether the absence is excused or unexcused. 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 advance notice was provided.

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 absence, 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 failure of the course.**

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 distraction to other students. The following system is used to record late arrivals:

The accumulation of three late arrivals will be treated as one absence, which will count toward the maximum 10% of allowable absences.

Students who miss a quiz because of a late arrival will **not be allowed to make up that quiz.** Students who miss an exam because of a late arrival will be allowed to take the exam on the next class day but the highest allowable score is 75%.

Students who fail to return on time from a class, lab, or clinical break or lunch hour will be charged with late minutes according to the above system and the same consequences will apply.

Students who leave class, laboratory, or clinical session before the official scheduled completion time for the session, will be counted as absent for the entire session. Any quizzes or exams that were taken during the class, lab, or clinical period will be graded as “F” or “0” and make-ups are not allowed.

LEAVE OF ABSENCE POLICY

Universal Training Institute recognizes that exceptional circumstances occurs which necessitates students’ need for an official leave of absence. Students may be granted a leave of absence 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.
2. The request must have the date that the student will begin the leave and the expected date to return to class.
3. A leave of absence must be completed before the scheduled normal completion date in the student’s contract. A leave not completed within that time frame may require that the student apply for readmission under a new enrollment agreement.

Note: Each individual situation will be handled 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 Student Affairs 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, he or she will be assigned the non-punitive grade of “W” for the course.

If a student does not return from their LOA **within six months from the Last Date of Attendance (LDA)**, the Director of Nursing 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 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 average of less than 2.5**, a grade of "WF" will be assigned.

The effect of these grades on a student's academic record are discussed in the Satisfactory Academic Progress section of this catalog. The definitions of official, unofficial, and administrative withdrawals are provided below. Listed in this section also is the schedule for determining what tuition a student owes UTI at various points during their studies.

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.

UTI REFUND POLICY

Every applicant who has been accepted for admission into Universal Training Institute and signs an enrollment agreement has the legal right to rescind or cancel their enrollment without penalty within three (3) business days after signing the agreement. In these cases, the student is entitled to a full refund of all monies paid, excluding the registration fee and the criminal background check fee, if the background check has already been initiated.

When a student withdraws or is withdrawn from the program, UTI uses a two-part process to determine whether the student is entitled to a refund or whether the student owes tuition and fees to UTI and whether any Title IV financial aid awarded to the student must be returned to the U. S. Department of Education (ED).

After the 3-day rescission period, UTI uses its “Tuition Earned” schedule to determine how much of the total program tuition UTI has earned based on how long the student remained in the program. It then uses ED’s “Return to Title IV” (R2T4) policy to determine how much of the Title IV funding, if any, awarded to the student UTI has earned and can keep to apply to the student’s tuition debt and how much, if any, of those Title IV funds must be returned to the Department. Both of those schedules are presented below.

After these calculations have been made, if there is a credit balance due to the student, that credit will be refunded within 45 days after the student withdraws or is withdrawn or dismissed.

Tuition Earned by UTI

If Withdrawal or Cancellation Occurs:	The Institution Will Earn:
During the first week of classes,	(10%) of total program tuition
During the second or third week,	(20%) of total program tuition
After the third week but prior to completion of 25% of the program’s total clock hours,	(45%) of total program tuition
After completion of 25% but not more than 50% of the program’s total clock hours,	(70%) of total program tuition

After completion of more than 50% of the Program,

(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 to be retained.

Title IV Return Calculation

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 attended classes. 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 completed are counted from the student's first day of attendance to his or her last known date of attendance.

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.

$$\frac{\text{Total clock hours attended}}{\text{Total clock hours in payment period}} = \frac{\text{Total clock hours attempted}}{450}$$

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 attended a total of 43 days and 176 clock hours.

$$\frac{\text{Total clock hours attended}}{\text{Total clock hours in payment period}} = \frac{176}{450} = 39.1\%$$

In this example, only 39.1% 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.*

Order of Return of Title IV Funds

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 kept by UTI.

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.

- ◆ Unsubsidized Direct Loans (other than Direct PLUS Loans)
- ◆ Subsidized Direct Loans
- ◆ Direct PLUS Loans
- ◆ Federal Pell Grants for which a Return is required

Return of Title IV Funds

UTI has 45 days from the date it determines that a student withdrew to return all unearned funds for which it is responsible. The school will notify the student in writing if he or she owes a repayment.

The school will 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 there is any. 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 Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Institution Responsibilities

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students with information on 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 that are 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 Return to Title IV calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV 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 the Return of Title IV 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 based on the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- 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 these notifications, to withdraw or rescind to withdraw must be made to the Registrar or Director of Student Affairs.

GRANTS, 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 or agencies.

STUDENT SERVICES

Universal Training Institute is committed to providing those 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 and individual tutoring is provided for students who request it.

Referrals to outside agencies are made for students who are experiencing personal problems, financial and other concerns beyond the scope of UTI's support services.

UTI's career services include career development, resume preparation, and job placement assistance for graduates, and for currently enrolled students seeking part-time employment. Mock interviews are occasionally conducted and students are given advice on interviewing techniques.

FACILITIES AND EQUIPMENT

A computer lab equipped with 20 desktop computers, each with Internet accessibility, allows students to conduct online research for class assignments and to view program-related information online during open lab hours. Students also have access to the Perth Amboy Public Library, which is only 150 feet away from UTI.

UTI has three fully equipped Skills laboratories which include manikins, full-size skeletons, hospital beds, multiple 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, provides a comfortable, convenient location for students to lunch, break, and interact with each other outside the classroom.

STUDENT RECORDS

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

- i. the student himself or herself;
- ii. an individual, agency, or employer for whom the student has provided written authorization to UTI to release information or copies from the records;
- iii. authorized UTI staff; and,
- iv. 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 five 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.

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 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 schools 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 Student Affairs 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:

Executive Director
New Jersey Board of Nursing
P.O. Box 45010
Newark, NJ 07101
(973) 504-6430

Accrediting Council for Independent
Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 842-2593
acics@acics.org

CODE OF STUDENT CONDUCT

The behaviors or activities listed below are unacceptable and will not be tolerated by UTI. Committing one or more of these will result in appropriate disciplinary action, including possible permanent dismissal, being taken by UTI.

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 dangerous 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.

ACADEMIC PROGRAM

PRACTICAL NURSE PROGRAM

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.

In order to obtain the required license to work as a practical nurse in the State of New Jersey, the graduate must take and pass the NCLEX-PN exam.

Program Objectives

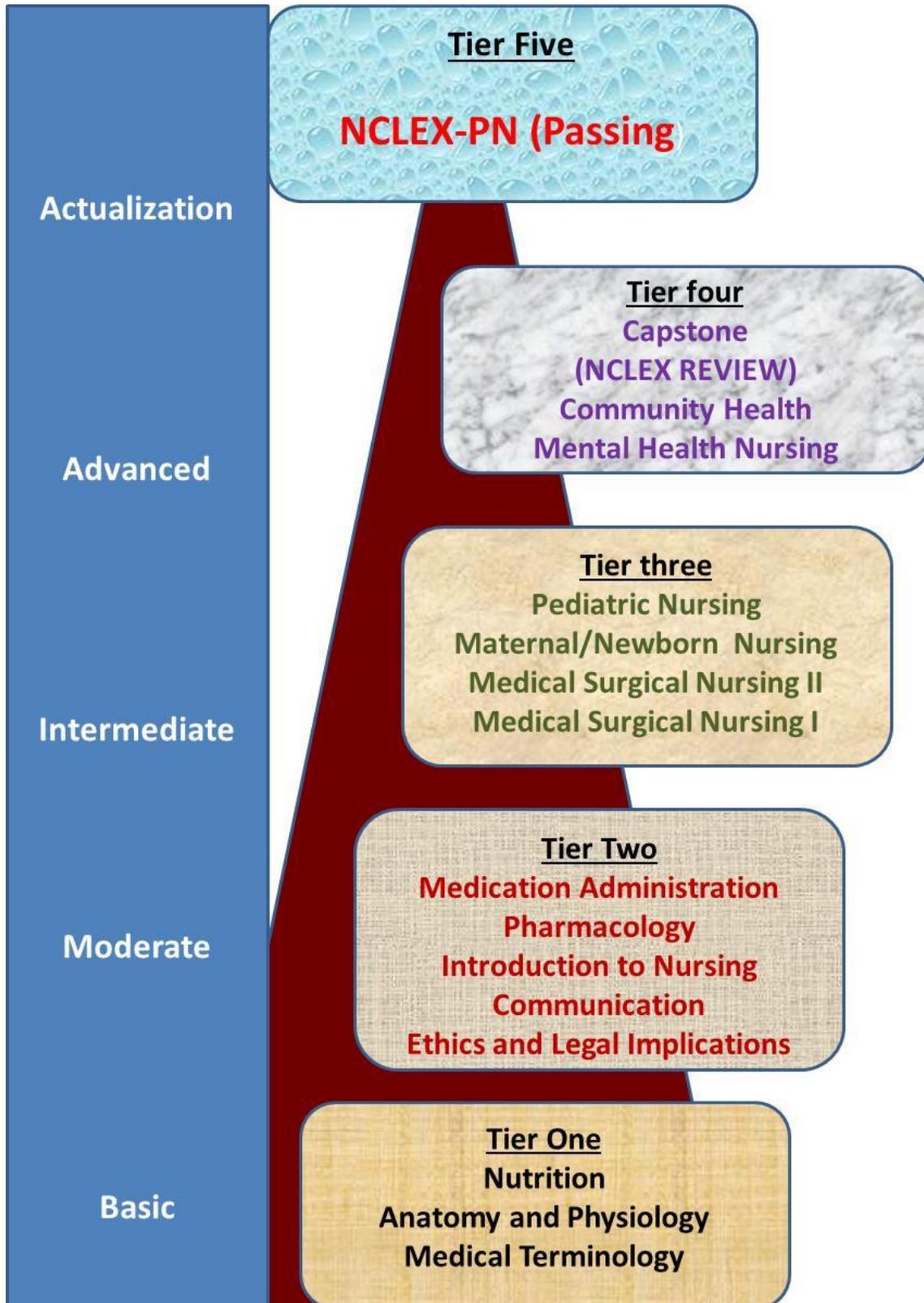
Upon completion of the Practical Nurse Program, the graduate will be able to:

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
ANAT	101	Anatomy & Physiology	104
NUTR	100	Nutrition	52
ETHS	100	Ethics	52
COMM	100	Communication	26
NURS	101	Introduction To Nursing	156
PHAR	101	Pharmacology	104
MEDS	100	Medication Administration	52
NURS	102	Medical Surgical Nursing I	156
NUSR	103	Medical Surgical Nursing II	156
NURS	104	Maternal Child Nursing	78
NURS	105	Pediatric Nursing	78
NURS	106	Mental Health Nursing	78
NURS	107	Community Health Nursing	26
COMP	110	Comprehensive Review Synthesis	52
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's 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 familiarize the student with medical terminology used by providers of healthcare and develop a vocabulary to which nursing concepts can be applied. Students will learn the proper use of medical terminology when speaking, writing, using medications, performing treatments and interacting with patients and medical personnel throughout the healthcare continuum using Maslow's Hierarchy of Needs as 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 taught the relationship between cells, tissues, organs, and how they work in unison with one another from the simple to the more complex. Body systems will be reviewed and their 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. This is the second course within the first tier of the organizing framework which further incorporates Maslow's Hierarchy of Needs. The Medical terminology concepts will be integrated to show the relationship between the two courses.

NUTR 100 Nutrition: 52 Hours

Prerequisite: ANAT 101

This course is designed to instruct the student about the importance of good nutrition as it affects health and wellness. Essential nutrients that help the body grow and repair itself with 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 importance of cultural diversity diets in meeting nutritional needs in the United States are explored. This is the third course within the first tier of the organizing framework. Students will begin to 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 practical nurse. The student will be introduced to their professional roles as it relates to the legal and ethical issues impacting practice and the healthcare delivery system today. The student will learn their responsibility in providing safe and appropriate care within the scope of the licensed practical nurse, and that good moral judgment, common sense, and careful documentation, are the keys to protecting themselves and patients from harm. HIPPA laws, patient confidentiality, and the professional agencies and organizations which govern the practice of nursing are discussed. Additionally, they will learn the stages of death and dying, delegation, prioritization, handling infectious diseases, safe use of equipment and disaster and emergency responses. The students have successfully completed the foundation of the first tier of the organizing framework and are now 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 give the student a basic understanding of verbal and non-verbal therapeutic communication skills. Students will be able to identify basic concepts of communication and how to correlate terms with meanings. The student will learn the techniques of interviewing, communicating with members of the healthcare team, patients, families and individuals from diverse populations. The importance of written communication will also be incorporated. This 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 to help 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. This is the third course within the second tier of the organizing framework. At completion of this course students will have effectively mastered knowledge and skills from 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 drugs, classifications / categories and federal organizations that regulate their use and discontinuation, including controlled, prescription and over the counter medications are studied. This includes specific drug uses, doses, adverse reactions, contraindications, precautions and interactions. This 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. They will be taught the theoretical and practical applications of administering medication safely, while learning the principles of calculation, conversions and the respective nursing implications. 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. This is the fifth and final course within the second tier of the organizing framework utilizing Maslow's Hierarch of Needs. 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 patient experiencing medical/surgical conditions in the health illness continuum. It helps the student develop skills that will aid him/her in understanding needs of patients in families in with acute and chronic health problems. Students will focus on the nursing needs of patients whose

condition require adaptation to limitations and interruptions in daily living as well as with family unit and/or their return to the community. Critical thinking continues to be used within the framework of the nursing process. Clinical experience will be provided in acute, sub-acute, long-term care and outpatient agencies. This is the first course within tier three (3) of the organization framework. It builds on knowledge and experiences taught in previous courses including; pain management, end of life care, medication and treatment administration, as well as assisting client in crisis situations. The course will also focus on factors that contribute to illness and measures to be taken with alterations in fluids, nutrition, elimination, oxygenation and psychosocial needs.

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

Prerequisite: NURS 102

This course is designed as a continuation of Medical Surgical Nursing I, in giving care to the adult patient/client experiencing alterations in complex health problems occurring in Medical Surgical conditions in the health-illness continuum. Emphasis is placed on theory as well as application of principles using the nursing process. The student focuses on the effects of aging on bodily systems, the psychosocial and economic realities of aging and how these changes affect function. The student learns how to assist the aged to meet his/her basic needs during the aging process. Signs of elder abuse are taught and their coping mechanisms regarding death, dying and loss. This is the second course in tier three of the organization framework and Maslow's Hierarchy of Needs as the basis for the intervention and implementation of the nursing process. The student will incorporate all aspects of previously taught skills including: diagnosis of conditions that are common to the individual systems of the body including; symptoms, diagnostic test, medical/surgical treatment, nutritional needs, drug therapy and prognosis. Clinical experiences include the student interfacing with the aged resident in their home, acute and long-term care facilities and in community based day care 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. In addition; 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. This is the third course within tier three

of the organizing framework utilizing Maslow's Hierarchy of Needs. Utilizing 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 an 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 safety devices, disease and accident prevention, pediatric admission and discharges, signs of respiratory distress, child abuse, immunizations, bonding and parenting role will be discussed. In addition, 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. This 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/or 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 meet 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 12 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 in order 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. This 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.

CLASSROOM AND CLINICAL DRESS CODE POLICIES

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 school uniform and white shoes
- Universal Training health system Identification badge, and
- A full-length lab coat for men

Appearance in Uniform:

- The complete official school uniform is required for practice in the clinical area and for official school functions
- The student must wear their uniform or a full-length lab coat over appropriate dress when obtaining their patient assignments
- All students must wear a valid identification badge with photograph and name when at the school of nursing or clinical agencies.

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, design less, 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

Scrub Suits/Gowns:

- Service (Scrub) gowns/suits are worn in designated areas. The student must abide by the regulations of the department regarding wearing apparel

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 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

Pre-Clinical Preparation:

- A. Read the patient's chart thoroughly:
 1. Take note of the patient's demographic data, admission date, chief complaints on admission and admitting diagnoses.
 2. 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.
 3. Take note of the diagnostic/laboratory studies and results.
 4. 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.
 5. 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 (brings 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

Student orientation is held prior to the first day of classes 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 administrative staff of the school. The purpose of the orientation is to specifically communicate important academic program and student services information that is 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 is 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, each student must do the following:

- i. Attend at least 90% of all classes, labs, and clinical portion of the program
- ii. Take and pass all courses with a minimum grade of C+ (2.5).
- iii. Complete all ATI modules as detailed in the syllabi
- iv. Receive a passing grade on theoretical and practical evaluation as prescribed by the program curriculum.
- v. 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.
- vi. Have paid, in full, all tuition and fees two weeks prior to graduation.
- vii. Return all school possessions in your custody prior to the last day of class.
- viii. Complete the graduation clearance form, including the exit interview.

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 via email.

DRUG FREE WORKPLACE POLICY

Purpose and Goal

UTI is committed to protecting the safety, health and well –being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to the goals of UTI. We have established a drug- free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug free environment.

UTI encourages employees and students to voluntarily seek help with drug and alcohol problems.

Covered Individuals

All students, faculty, staff, and any person who conducts business for UTI, is applying for a position or is conducting business on UTI property are covered by the school’s drug-free workplace policy.

Applicability

UTI’s drug-free workplace policy applies during all working and school hours, whenever anyone is conducting business or representing the organization, while on call, paid standby, 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.

Prohibited Behavior

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.

Notification of Convictions

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

Confidentiality:

All information received by UTI through the drug-free workplace program 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.

Consequences:

One of the goals of UTI's drug-free workplace program is to encourage employees and students 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 job applicants or applicants for admission, their violation of the drug-free workplace policy will result in any offer of employment or admission to the school being withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment or applicant drug test.

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

Assistance:

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 policy:

- Encourages employees /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 workers and students 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.

Communication

Communicating our drug-free workplace policy to supervisors, employees, and students is critical to our success. To ensure that all employees and all students are aware of their role in supporting our drug-free workplace program, the policy will be reviewed at orientation sessions for new employees and orientations for new students.

HOURS OF OPERATION

The administrative services of UTI are available from 8:30 a.m. until 9:00 p.m., Monday through Thursday, and from 8:30 a.m. until 5:00 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.

STATEMENT OF LEGAL CONTROL

Universal Training Institute is wholly owned by Universal Training Institute, Inc., a corporation duly authorized by the State of New Jersey as a for-profit organization. Ms. Claudia Houston is the sole shareholder of the corporation and serves as chairperson of the corporation's Board of Directors, which serves in an advisory capacity to the institution. Dr. Yvonne Wesley, RN, PhD, Ms. Derrice Gordon, DNP, Ms. Junel Hutchinson, and Brenda Dudley, RN, BSN are members and also officers of the Board of Directors.

ADMINISTRATIVE STAFF

Claudia P. Houston, MSA, BSN, RN	CEO/President
Adesola Adeniji, M.Sc., BSN, RN	Academic Dean
Alissa Buffington, MSN, BSN, RN	Director of Nursing (Interim)
Travon Houston	Director of Marketing
Iren Brodskiy	Financial Aid Officer
Veronica Sandoval	Registrar

PRACTICAL NURSE PROGRAM FACULTY

Andrew Estera, RN BSN, Cebu University, The Philippines	Full - Time Faculty
Patricia Lauria, RN BSN, Rutgers University, NJ	Full – Time Faculty
Eudina Garrett, RN MSN, Phoenix, AZ	Full –Time Faculty
Beshara Sameh, MBBS Alexandria University	Faculty
Charles Adekanye, RN MSN, Kean University, NJ	Adjunct Faculty
Nicolas Aupont, RN BSN, The College of Saint Elizabeth, NJ	Adjunct Faculty
Miramene Aupont, RN MSN, The College of Saint Elizabeth, NJ	Adjunct Faculty
Randolph Haywood, RN MSN, Chamberlain College, NJ	Adjunct Faculty
LillyMay Hendersen- Anglin, RN BSN, West Indies College, Jamaica	Adjunct Faculty

Tita Viray, RN
BSN, Lyceum Northwestern University, Philippines

Adjunct Faculty

Augustine Emeka, RN
MSN, Wagner College, NY

Adjunct Faculty

TUITION AND OTHER CHARGES

Effective September 1, 2013

Registration Fee	\$ 100.00 (non-refundable)
Criminal Background Fee	\$ 30.00 (non-refundable)
Admission Testing Fees	\$ 100.00 (non-refundable)
Program Tuition	\$ 18,500.00
Books and Supplies	\$ 1,500
Repeat fee	As applicable (Each course is different)

SCHOOL CALENDAR: 2016-2017

November 23, 2016	No evening classes/Day class in session
November 24, 2016	Thanksgiving*
December 22, 2016	Last Day of Classes
December 26, 2016 – January 8, 2017	School Closed for Winter/Holiday Recess
January 9, 2017	Classes Resume
January 16, 2017	Martin Luther King Jr. Day*
May 29, 2017	Memorial Day*
June 29, 2017	Last Day of Class
July 03 – July 14, 2017	Summer Recess
July 17, 2017	School reopens
September 4, 2017	Labor Day*
November 22, 2017	No evening classes/Day class in session
November 23, 2017	Thanksgiving*
December 21, 2017	Last Day of Classes
December 26, 2017 – January 5, 2018	School Closed for Winter/Holiday Recess
January 8, 2018	School Reopens

* Public Holidays

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.

Effective September 1, 2015

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 “**Retention**” 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 try.

PRACTICAL NURSE PROGRAM			
	Retention	Placement	NCLEX-PN
Performance Rate	76.26%	82.76%	93.48%
Reporting Period	July 1, 2013 – June 30, 2014	July 1, 2013 – June 30, 2014	January 1, 2015 – December 31, 2015