



30356 Old Dixie Highway, Homestead, FL. 33033  
School Catalog  
Volume Eight – Effective July 2020

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## **Mission, Vision, and Purpose**

### ***Mission:***

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

### ***Vision***

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

### ***Purpose:***

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

### **State Licensure**

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

### **Accreditation**

Piberry Institute, Inc. is accredited by the Council on Occupational Education; School #336100, effective September 2014. Further information about COE can be obtained by contacting the Council at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350 and toll free at (800) 917-2081 or locally (770) 396-3898.

Piberry Institute, Inc's Nursing Program is Approved by the Florida Department of Health, Division of Medical Quality Insurance, Florida Board of Nursing. For information or complaints, The Board can be contacted at: The Department of Health Board of Nursing, 4052 Bald Cypress Way Bin C-02, Tallahassee, FL. 32399-3252, and at (850) 488-0595. The website is: <https://floridasnursing.gov/contact/>

### **US Department of Education**

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

### **Facilities**

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

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

### **Program Accreditation & Title IV Eligibility**

Piberry Institute, Inc. is approved to process Title IV federal funds for the Medical Assistant Technician, Practical Nurse, and Medical Billing and Coding programs by the U.S. Department of Education. Financial aid is available to those who qualify. Each prospective student, in order to determine eligibility, will first complete the Free Application for Federal Student Aid (FAFSA) form located on [fafsa.gov](http://fafsa.gov). Such determination is solely from the U.S. Government. Students enrolling in any PBI approved programs is notified that in order to meet the financial and tuition obligations for said program, may have to apply for federal loans and should they choose to, understands that he or she is obligated to repay those loans when repayment begins. Additional loan information is disclosed in the applying for and receiving of the loan together with information from the master promissory note issued on [www.studentloans.gov](http://www.studentloans.gov). The Home Health Aid program is a 3.5 weeks program that is ineligible for federal financial aid.

### **Admissions Policies**

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

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

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

The Practical Nurse applicant must also meet the following requirements:

1. Take the HESI Admission Assessment exam and achieve a cumulative passing score for the English Language and Math of 55 percent before the end of the Basic Healthcare Course.
2. Must have a personal interview with a designated Practical Nurse Faculty/Director.
3. Complete a 150-word essay in English about the reason the student wants to be a

Practical Nurse.

4. Provide required documentation for TB Test or/Chest C-Ray, Health Exam, current immunization as outlined in the Piberry Institute Health Assessment Form (obtained and paid for by the student). Nurse students are required to complete all required immunizations within the first three weeks of their first term that the student is admitted to the program. If a student's TB test result is positive, a chest X-ray test must be completed. The cost for the chest X-ray is the sole cost to the student.
5. Complete and pass a 10 Panel Drug screening with no concerns (obtained and paid for by the student).
6. Complete and pass a Level II Background screening with clean history (obtained and paid for by the student). Applicants must be aware that certain convictions and criminal offences may prevent the applicant from participating in clinical rotation training, obtaining employment, sitting for the NCLEX, and obtaining licensure from the Florida Board of Nursing. Any applicant whose background check has an adverse result is highly encouraged to contact the Florida Board of Nursing at 4052 Bald Cypress Way Bin C-02, Tallahassee, FL 32399-3252, or at (850) 488-0595, or visit their website at <https://floridasnursing.gov/> to obtain a pre-approval of eligibility for licensure and employment as a nurse in the state of Florida. Students are required to sign an Adverse Background Acknowledgement at the time of enrollment, and in which by signing, the student accepts full responsibility for any and all costs incurred while attending Piberry Institute Inc. nursing program. Student will not hold the school, or any member or employee, or affiliate of the school liable for not being accepted into the program, for not being allowed continuance in the program, for being denied access to clinical training for the program, for not being given approval for sitting for licensure, or for not being able to secure employment as a nurse. The student attends Piberry Institute Inc, Nurse program at will and has the right to discontinue their education at any time.
7. Provide two letters of recommendation.
8. Provide two passport photos.
9. Provide current CPR/BLS card.
10. Students enrolling in a Diploma Practical Nurse Program are required to demonstrate the ability to read and write in standard English. Evidence of such level of English. Proficiency may be established by transcripts of prior study from English speaking school; scores on the school entrance exams, personal interviews and/or by special demonstrations that are conducted orally and written.

#### **Admissions Procedure for Practical Nurse:**

- a) Students must register for the HESI Entrance exam.
- b) Students are required to arrive promptly for the exam. If they are unable to attend the test date and time that they registered for, students are required to call or email, at least 48 hours prior to the test start time. Any student who registers for a given exam date and does not attend that scheduled test date must wait at least 15 days before being allowed to reschedule. Two or more successive "no shows" for an exam will require students to wait 30 days to register for another exam date.
- c) This is a timed exam. Students are allowed a maximum of 4 hours to complete the exam. If the student need special accommodations (ADA) for testing, he or she will receive 6 hours to complete the exam.
- d) Students are required to complete all required sections of the exam on the initial attempt (all English Language and math modules) for their grade to be accepted.
- e) A study guide is available for purchase at the college student services department. An



exam review is also scheduled two weeks prior to the exam. Students that have completed an enrollment agreement may attend the review session if they so desire.

- f) Students who do not achieve the passing score on their initial attempt may schedule a retake, but are required to wait 5 days after an unsuccessful attempt to register for another testing date. If the student is unsuccessful for the second attempt, then there is a 30 day wait to register for another testing date.
- g) Students will be required to achieve the passing score by their third (3<sup>rd</sup>) attempt or will not qualify for admission to the nursing program for that enrollment period.
- h) HESI exam scores will be valid for (2) years from the date of testing.
- i) Applicants who have attended another institution must meet the testing requirements for the Entrance and HESI Entrance exams. After meeting those requirements, such an applicant may challenge the Medical Terminology/Anatomy & Physiology and Pharmacology HESI specialty Assessments. If he or she meets a passing score 850 or higher, and has earned a B or better grade from the previous institution, the applicant may receive the clock hours for that course. The passage of the final HESI course Assessment for these two courses, in conjunction with the applicable grade on the applicant's transcripts from the other institution are used as the basis for the acceptance of transfer of clock hours for both courses. The applicant has only one opportunity to achieve a passing score on each of those assessments. The applicant must also pay a \$50 test fee and \$500 administrative fee for each course accepted. Students who have attended Piberry Institute Inc. and have achieved a B grade or better in Medical Terminology/Anatomy & Physiology and Pharmacology courses may receive the transfer clock hours, but must successfully pass the HESI final assessments exam and pay the \$50 test fee for each exam.

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

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

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

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

**Admissions of Foreign non-US Citizens**

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

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

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

### **High School Diploma Validation**

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

### **Graduation Requirements**

A diploma is issued to students upon successful completion of all academic requirements for their programs, earning a minimum of 2.0 CGPA. All externships and clinicals must also be successfully completed with a passing grade. All students must meet their financial obligations with the school and complete an exit workshop with Career Services and Financial Aid departments as part of their program's graduation requirements. Failure to complete the graduation requirements may result in the student being withdrawn and no certification records, diploma, or transcripts will be issued.

### **Cancellation and Refund Policy**

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

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

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

### **Return to Federal Title IV Aid**

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

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

Refunds are made within 45 days of the date the school determined the student withdrew, or for a Student who fails to return from an authorized Leave of Absence (LOA) Refunds are distributed in the following order:

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

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

### **Student FA Verification**

When Piberry Institute receives the student's ISIR and financial aid package through our internal processing system, we can begin the process of verification. If a student is selected for verification, we attempt to collect all necessary documentation within a timely manner and corrections are made to the ISIR if needed. The student is then cleared from tracking for verification when documentation is received. If we do not receive the requested verification items for a student within a timely manner within the academic period, we cannot begin the process of awarding aid. There is a possibility of a change in award amount if the applicant's EFC changes due to not having received the supporting documentation. Student enrollment can also be cancelled when required documentation is not received timely.

Student will be notified of the above by the financial aid representative when they occur. For more detailed information regarding Student Verification, please contact the federal student aid department for the complete verification policy.

### **Return to Federal Title IV Aid Policy & Procedure**

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

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The Institute will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent.

However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered to the student. If Federal student financial assistance funds need to be returned, the Institute must return a portion or all of the unearned funds equal to the lesser of:

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

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

### **Credit Balances**

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

of federal aid that may need to be adjusted and the pro-ration of the tuition, if any, are based on the date of withdrawal.

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

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

Depending on the specifics of the situation, students who have a credit balance and are recipients of Title IV federal aid, the level of aid awarded may need to be recalculated by the school's financial aid office. If a student or parent overpays the student's account, related credit balances will be refunded to the student, regardless of the source of the payment. For students who did not enroll during the term for which a credit balance exists in the student's account, the credit balance will be refunded to the student. If a credit balance on a student's account is related to other, non-Title IV Federal Student Aid funds (for example, external awards, such as scholarships, grants, or private loans) the credit balance in the account may be reduced, may be returned to the source, or may be refunded to the student, depending on the specifics of the situation and the conditions of the award.

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

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

### **Incarcerated Students**

A student is considered to be incarcerated if he or she is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). No student who is incarcerated may receive Title IV student loan funds, and no student who is incarcerated in a Federal or State penal institution may receive Pell Grant funds. However, an incarcerated student is still potentially eligible for Pell, FSEOGs and FWS, but not Direct Loans or Perkins

Loans, if he or she is incarcerated in a juvenile justice facility, a local or county jail, or a local or county penitentiary or correctional facility. Piberry Institute, Inc. does not enroll incarcerated students.

### **Withdrawal Policy & Procedures**

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

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

### **Official Withdrawal**

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

### **Unofficial Withdrawal**

The school may withdraw a student from his or her program of study for non-attendance or violation of published school policy. If a student withdraws from school without notifying the school, the withdrawal will be effective from the last date of attendance. If the student is withdrawn for violation of published school policy, the withdrawal date will be the last date of attendance. A student who has been withdrawn during the first three days of a grading period will not have that course(s) recorded on his or her transcript. A student who has been withdrawn after the first five days of a grading period will receive a grade of "W," which is not calculated in his or her CGPA. The hours will count toward attempted hours.

### **Maximum Time Frame**

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

### **Course Repetition**

Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in

calculating CGPA. However, the original course and repeated course clock hours are included in the maximum time frame calculation. The student who returns from withdrawing from the course must reenter into the same course and at the same point in the program. Federal financial aid will not pay for a course repetition. Students wishing to repeat the entire program may qualify for federal financial aid.

### **Satisfactory Academic Progress (SAP)**

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

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

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

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

## SAP Evaluation, Rate of Progress and Minimum CGPA Charts

<b>Medical Assistant Technician Medical Billing &amp; Coding Specialist</b>		
Evaluation Point	450 Hours	900 Hours
Evaluation Point	19 weeks	38 weeks
Minimum CGPA	2.0	2.0
Rate of Progress	67%	67%

<b>Home Health Aide</b>	<b>75 Hours</b>
Evaluation Point	3 ½ weeks
Minimum CGPA	Pass/Fail
Rate of Progress	Pass/Fail

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

### Financial Aid Warning

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

### Financial Aid Probation

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

### Financial Aid Appeals

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



Written FA Appeals must include:

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

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

### **Academic Probation**

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

### **Re-entry/Reenrollment Policy**

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

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

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

### **Procedure for Re-Entry after Academic Dismissal**

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

### Reasonable Accommodations

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

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

### Attendance & Excused Absences

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

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

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

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

### Leave of Absence

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

- Military Reasons. Students receiving veteran’s benefits will not be eligible for benefits while on LOA.

- Conditions covered under the Family and Medical Leave Act of 1993.
- Jury Duty.
- Administrative – a student that is unable to secure an externship site can request a leave of absence for a maximum of one term.

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

### **New Student Orientation**

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

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

### **Tardiness**

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

### **Make up Policy**

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

### **Incomplete Grades**

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

### **Transfer of Clock Hours**

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

from a national or regional institution and who wishes to receive transfer of hours for those courses already completed.

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

### **Transfer Between Programs**

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

### **Failed Courses**

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

### **Grade Challenges**

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

### **Certifications**

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

### **Catalog Revisions**

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

### **Tutoring**

Student Services maintains a Media, Learning and Library Services Center where students are encouraged to use. Students are allowed to use all texts and resources, computers, equipment, scanner, printer, and have designated study areas when classes are not in session. A Student

Services professional is also available to answer general questions. Formal tutoring can be arranged, if needed by the student.

### **Exit Interviews**

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

### **Definition of a Clock Hour**

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

## Grading System

### Medical Assistant Technician and Medical Billing & Coding Specialist, DIPLOMA

GRADE	EVALUATION	PERCENTAGE	QUALITY POINT / CLOCK HOUR
A	Excellent Achievement	90-100	4
B	Very Good	80-89	3
C	Average	70-79	2
D	Below Average	60-69	1
F	Fail	Below 60	0
P	Pass	Not Calculated	Not Calculated
I	Incomplete	Computed as F	Computed as F
L	Leave of Absence	Not Calculated	Not Calculated
W	Withdrawal; not calculated in the CGPA	Not Calculated	Not Calculated
WD	Withdrawal during add/drop; not calculated for CGPA or rate of progress	Not Calculated	Not Calculated
TR	Hours awarded through transfer	Not Calculated	Not Calculated
1	Student must repeat course		
R	Student in progress of repeating course		
2	Student has repeated course; original grade not calculated in CGPA		

<b>Practical Nurse, DIPLOMA</b>			
GRADE	EVALUATION	PERCENTAGE	QUALITY POINT/ CLOCK HOUR
A	Excellent Achievement	93-100	4
B	Very Good	84-92	3
C	Average	74-83	2
F	Fail	Below 73	0
P	Pass	Not Calculated	Not Calculated
I	Incomplete	Computed as F	Computed as F
L	Leave of Absence	Not Calculated	Not Calculated
W	Withdrawal; not calculated in the CGPA	Not Calculated	Not Calculated
WD	Withdrawal during add/drop; not calculated for CGPA or rate of progress	Not Calculated	Not Calculated
TR	Hours awarded through transfer	Not Calculated	Not Calculated
1	Student must repeat course		
R	Student in progress of repeating course		
2	Student has repeated course; original grade not calculated in CGPA		

**The grading policy for the Home Health Aide, Diploma, is a Pass/Fail basis.**

### Grade Point Average

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

### Placement Services

Placement services are provided for all graduates. Piberry Institute does not guarantee employment for its graduates. The Career Services staff will assist students in their job searches upon successful

completion of their programs. Such assistance includes offering information on job opportunities, temporary assignments, résumé preparation, and providing mock interviewing techniques to help further the development with their interpersonal skills. Students are highly encouraged to keep a working telephone number and email and to remain actively engaged with the Career Services department so that immediate employment opportunities that may come up from time to time can be relayed to the graduate and vice versa.

### **Continuing Education**

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

### **Changes in Program**

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

### **Diploma**

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

### **Transcripts**

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

### **Termination and Dismissal**

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

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

### **Past Due Accounts**

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

### **Student Code of Conduct**

In an effort to foster an environment that is conducive to learning and to prepare our students for

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

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

*Student Conduct Code Violations/Formal Disciplinary Procedure:*

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

### **Student Dress Code**

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

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



## **Clinical Rotations & Externships**

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

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

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

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

Students are evaluated each week on their sites. The evaluation will consist of soft and hard skills. An unsatisfactory evaluation from the clinical or externship site may require the student to

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

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

Students must keep in mind that clinical rotations or externships are designed to provide the student with exposure to the procedures and responsibilities that they will encounter in the workplace upon graduation and while under the direction of preceptors, clinical instructors, and site supervisors. The clinical rotation does not guarantee employment upon graduation. During the clinical rotation, students are given the opportunity to put their classroom learning into practice. The student is under the constant supervision with visits occurring on a weekly basis by a clinical instructor from Piberry Institute.

### **Vaccination Policy**

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

<b>Program</b>	<b>Tuberculin Skin Test</b>	<b>Varicella Immunity</b>	<b>Rubella &amp; Rubeolla</b>	<b>Heppatitis B</b>	<b>Flu</b>	<b>Tetanus</b>
Practical Nurse	YES	YES	YES	YES	YES	YES

### **Insurance Policy**

Certain externship and Clinical Sites may require the student to provide proof of Health Insurance. Students must sign a Health Insurance Waiver. Piberry Institute does not provide Health Insurance.

### **Availability of GED**

Piberry Institute does not offer a GED testing. For more information about the General Education Development testing, please go to [www.acenet.edu](http://www.acenet.edu) or contact the local Board of Education.

### **Anti-Hazing Policy**

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

### **Student Right to Know**

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

### **Student & Career Services**

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

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

### **Media, Learning & Library Center**

Piberry Institute, Inc., is equipped with a media, learning and library resource center that contains books, periodicals, and other informative materials on programs offered by the Institute. Piberry Institute's Library and Resource Center is designed for a student's use and benefit. Students are allowed to use any texts, other resources, computers, printer, and scanners, and copier. A Student Services representative is available to assist students with tutoring or to answer any questions that they may have during designated times.

### **Tuition & Fees**

The student enrollment agreement outlines the financial obligations for both student and Institution. Tuition is calculated according to the refund policy. Tuition and fees include costs for books, medical kits, nurse kits, certification exams, HESI exams, immunizations, background and drug screening for each relevant program. The registration fee is a one-time charge and is non-refundable. Should there be a reduction in tuition, fees, or other charges, all students

entering the institution within the enrollment period that the reduction is offered are eligible for this reduction of tuition, fees, and other charges.

Program Charges	Medical Assistant Technician	Medical Billing & Coding Specialist	Practical Nurse Diploma	Home Health Aid Diploma*
Tuition	\$15,500.00	\$15,500.00	\$22,500.00	\$500.00
Registration Fee	\$50.00	\$50.00	\$50.00	\$50.00
Books	\$380.00	\$380.00	\$1,200.00	
Certifications	\$210.00	\$210.00		
Student Kit	\$50.00	\$50.00		
HESI Exams & Resources			\$350.00	
Immunizations			\$600.00	
Drug Testing			\$45.00	
Background Check			\$55.00	
Nurse Kit			\$100.00	
Uniforms	\$60.00	\$60.00	\$120.00	
Total Tuition & Fees	\$16,250.00	\$16,250.00	\$25,020.00	\$550.00
Total Fees Only	\$750.00	\$750.00	\$2,520.00	\$50.00

**\*This is a cash program that is not eligible for federal financial aid.**

**Certifications:**

Certifications suggested for the Medical Assistant Technician and Medical Billing & Coding programs are not mandatory. They are highly encouraged because certification helps to make the applicant more desirable. The Commission for Independent Education does not oversee nor require these examinations.

**Other Charges:**

Students may at times be required to undergo additional background and drug testing if required by a clinical or externship site. If this is the case, the student will be billed for that amount.

Any Nurse students that has an unexcused absence for a clinical rotation and must make up those clinical hours will be charged \$175 per day fee. The Registration fee of \$50 will be charged each time a student changes program. Students that are unsuccessful in any HESI examination will be charged a \$50 Exam Retake fee if they wish to sit a retake. Retakes for Certification exams are at cost and paid directly by student to the certifying body.

## ACADEMIC CALENDAR

<b>MEDICAL ASSISTANT TECHNICIAN &amp; MEDICAL BILLING &amp; CODING SPECIALIST</b>			
<b>Module Start Date</b>	<b>Drop Date</b>	<b>Module End Date</b>	<b>Anticipated Grad Date</b>
5/18/2020	5/21/2020	6/12/2020	3/12/2021
6/15/2020	6/18/2020	7/10/2020	4/09/2021
7/13/2020	7/16/2020	8/7/2020	5/07/2021
8/10/2020	8/13/2020	9/04/2020	6/04/2021
9/08/2020	9/14/2020	10/2/2020	7/02/2021
10/05/2020	10/08/2020	10/30/2020	7/30/2021
11/02/2020	11/05/2020	11/27/2020	8/27/2021
11/30/2020	12/03/2020	12/24/2020	9/24/2021
1/11/2021	1/14/2021	2/05/2021	10/22/2021
2/08/2021	2/11/2021	3/05/2021	11/19/2021
3/08/2021	3/11/2021	4/02/2021	12/17/2021
4/05/2021	4/08/2021	4/30/2021	1/28/2022
5/03/2021	5/06/2021	5/28/2021	2/25/2022
6/01/2021	6/07/2021	6/25/2021	3/25/2022
6/28/2021	7/01/2021	7/23/2021	4/22/2022
7/26/2021	7/29/2021	8/20/2021	5/20/2022
8/23/2021	8/26/2021	9/17/2021	6/17/2022
9/20/2021	9/23/2021	10/15/2021	7/15/2022
10/18/2021	10/21/2021	11/12/2021	8/12/2022
11/15/2021	11/18/2021	12/10/2021	9/09/2022
12/13/2021	12/16/2021	1/21/2022	10/07/2022
1/24/2022	1/27/2022	2/18/2022	11/04/2022
2/21/2022	2/24/2022	3/18/2022	12/2/2022
3/21/2022	3/24/2022	4/15/2022	1/13/2023

<b>PRACTICAL NURSE</b>	
<b>Cohort Start Date</b>	<b>Anticipated Grad Date</b>
5/11/20	9/07/21
6/15/2020	09/17/2021
7/13/20	11/09/21
8/10/2020	10/12/2021
9/8/20	1/18/22
10/5/2020	1/21/2022
11/30/2020	3/18/2022
1/11/21	5/10/22
2/08/2021	5/13/2022
4/05/2021	7/08/2022
6/01/2021	9/02/2022
7/26/2021	10/28/2022
9/20/2021	12/23/22
11/15/2021	3/03/2023

**Home Health Aide class starts every 3 weeks after a class conclusion.**

**Observed Holidays:** Martin Luther King Day | Memorial Day | Independence Day | Labor Day | Thanksgiving Day and Friday after | Winter Break 12/24/20 – 01/08/2021. Veterans Day and Constitution Day (Recognized and Celebrated in School)

## **Student Grievance Policy and Procedure**

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

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

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

## **FERPA & Student Records**

(FERPA) Although this information is generally found in the student catalog we have also provided the information in this guide for your convenience. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a college beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the institution. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a college correct records which they believe to be inaccurate or misleading. If the institution decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the institution still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- Institution officials with legitimate educational interest, Other schools to which a student is transferring, Specified officials for audit or evaluation purposes,
- Appropriate parties in connection with financial aid to a student, Organizations conducting certain studies for or on behalf of the institution, Accrediting organizations,
- To comply with a judicial order or lawfully issued subpoena, Appropriate officials in cases of health and safety emergencies, and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, enrollment status and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Piberry Institute not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each institution. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use Consumer Information Guide 2019-2020 54 TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901 From the Department of Education website at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **USA Patriot Act – Amendments to the FERPA Law**

Section 507 of the “Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT ACT) of 2001,” (Public Law 107-56; 115 Stat. 272.) amends FERPA and allows institutions to disclose, without consent or knowledge of the student, personally identifiable information from the student’s education records to the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in Section 2331 of Title 18 United States Code. Institutions that, in good faith, produce information from education records in compliance with an ex parte order issued under this amendment “shall not be liable to any person for that production.”

### **Student Health & Safety**

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

### **Copyright Infringement Policies and Sanctions**

It is the policy of the Institution to respect the copyright protections given to authors, owners, and publishers under federal law including the Digital Millennium Copyright Act of 1998. Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator,

is the initial copyright owner.

Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works. It is against policy for any student, faculty, staff member, consultant, contractor or other worker at the institution to copy, reproduce, share, or distribute any software, music, games, or movies on institution computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law. Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the institution. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law.

Anyone found to have infringed a copyrighted work may be liable for statutory damages for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. The Institution has written plans to effectively combat the unauthorized distribution of copyrighted material by users of the Institution's network without unduly interfering with the education and research use of the network. The plan is evaluated regularly for effectiveness. Students are given login accounts with limited privileges which prevent them from being able to install academic software locally on institution computers. Also, at most locations, a firewall is in place that can be configured to block malicious content from being downloaded and uploaded. Employees of the Institution are required to read and sign a Computer Use Policy. For more information on United States copyright law, please consult the U.S. Copyright Office's website at <http://www.copyright.gov>.

### **Veterans Training & Services to Military Members**

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

### **Veteran's Attendance Policy:**

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



recertified for VA education benefits.

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

**Standards of Academic Progress for VA Students:**

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

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

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining CGPA of 2.0.

**Veteran's Credit for Previous Education or Training:**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and students notified.

**Veteran Payment:**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

**This catalog is true and correct in content and policy**

**Course Numbering System**

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

## Definition of Prefixes

**CPR** – Cardiopulmonary Resuscitation  
**MT** – Medical Technician  
**MBC** – Medical Billing & Coding

**HAE** – HIV/Aids Education  
**PRN** – Practical Nurse  
**HHA** – Home Health Aide

## Practical Nurse, Diploma

### Program Objective:

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

### Program Description:

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

<b>Course Number</b>	<b>Course</b>	<b>Clock Hours</b>
HAE 1000	Basic Healthcare with HIV/AIDS	90
PRN 1100	Medical Terminology with Anatomy & Physiology	80
PRN 1101	Foundations of Nursing	110
PRN 1102	Pharmacology with Math Calculations	80
PRN 1103	Stages of Maturity	20
PRN 1104	Diet & Nutrition	40
PRN 1111	Essentials of Medical Surgery I	90
PRN 1112	Essentials of Medical Surgery II	90
PRN 1113	Geriatrics	40
PRN 1114	Obstetrics & Reproduction	75
PRN 1115	Pediatric Nursing	75
PRN 1116	Mental Health	40
PRN 1117	Nursing Capstone I	40
PRN 1118	Management & Leadership	20
PRN 1120	Clinical Skills – Medical Surgery I	90

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

**Course Descriptions:**

**PRN 1000 – Basic Healthcare with HIV/AIDS**

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

**PRN 1100 – Medical Terminology & Anatomy & Physiology**

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

**PRN 1101 – Foundations of Nursing**

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

**PRN 1102 – Pharmacology & Math Calculations**

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

models (shared care, acute inpatient, outpatient, public health, community and recovery approaches) which are regarded as current best practice. The course will also examine mental health from the perspective of national, state and local government levels. Clock Hours: 90

### **PRN 1103 – Stages of Maturity**

**Course Description:** Stages of Maturity will focus on the essential concepts of growth and development throughout the human lifespan. In addition, significant milestones of physical and psychological development and a comparison between psychoanalytical, psychosocial, cognitive, human needs, and moral development theories throughout the human lifespan will be introduced. Clock Hours: 20

### **PRN 1104 – Diet & Nutrition**

**Course Description:** Diet and nutrition will focus on the areas of nutritional assessment; categories of nutrients, the Food Guide Pyramid, the significance of various types of lipids will be discussed, as well as the products of protein and carbohydrate metabolism. The acquisition of knowledge related to planning and implementing nutritional care during pregnancy, which will include identifying signs and symptoms of those at risk for problems related to poor nutrition. Additionally, a knowledge base will be built on the components of weight management, nutritional support for the impaired client, the surgical client, client teaching, and those with cancer or HIV. Clock Hours: 40

### **PRN 1111 – Essentials of Medical Surgery I**

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

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

### **PRN 1112 – Essentials of Medical Surgery II**

**Course Description:** Medical-Surgical Nursing II will continue to introduce a more complex concept of client centered nursing care and the skills required to provide care in the Medical- Surgical Nursing environment. Emphasis will be placed on the student's ability to use critical thinking and concepts of the nursing process that includes conducting a focused

nursing assessment of the clients status and decision making, identifying clients needs, planning for episodic nursing care, implementing appropriate aspects of care and contributing to data collection and evaluation of client outcomes on conditions and disorders related to the musculoskeletal, gastrointestinal, urinary, endocrine, male and female reproductive systems.

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

### **PRN 1113 –Geriatric**

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

### **PRN 1114 – Obstetrics & Reproduction**

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

### **PRN 1115 – Pediatric Nursing**

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

This course includes how to apply safety principles for the pediatric patient, describe general characteristics and particular needs, and explain problems specific to pediatric patients. Preparing the patient and family for a hospital experience, identifying signs and symptoms of

common disorders/diseases, mental illness, and implementing prescribed nutrition requirements, and providing diversions and recreational activities are included. Clock Hours: 75

### **PRN 1116 – Mental Health**

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

### **PRN 1117 – Nursing Capstone I**

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

### **PRN 1118 – Management & Leadership**

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

### **PRN 1135 – Practical Nurse Capstone II**

**Course Description:** This course will provide the student with a comprehensive series of content review and study skills. This will include a review of the fundamental skills of basic healthcare, management and leadership, trends in nursing, practical nursing, fundamentals of nursing, pharmacology and math calculations, stages of maturity, diet and nutrition, essentials of medical surgery, maternal and child health and pediatrics. Comprehensive review continues with clinical skills overview of pharmacology, medical surgery, obstetrics and Gynecology nursing, and pediatric nursing, mental health nursing, medical-surgical nursing, maternal and newborn nursing, pediatric nursing, mental health nursing, pharmacology, nursing management, and nutrition as it applies to nursing practice. Clock Hours: 160

Throughout the term, the student must take and pass all required PN HESI specialty exams

prior to taking Capstone. If a HESI Specialty exam is failed, it must be made up with an 850 score or better, prior to being advanced to Capstone. During Capstone, the student returns to the campus for classroom instruction at regular intervals for a clinical overview and summary, review of competency assessment and NCLEX review. In addition, employability skills are reviewed. The core of this course will guide and help the student prepare and determine their level of knowledge and competence in preparation to take the NCLEX-PN.

The criteria that must be met prior to the student being able to sit for the PN HESI Exit are; that all PN Capstone II course practices, case studies, and assessments that determine the student's readiness for taking such an exam are passed with the grade averages outlined in the course syllabi, and that there are no outstanding financial obligations due to the school.

In order to pass PN Capstone II, and successfully graduate from the Practical Nurse program at Piberry Institute, Inc, the student must have a passing average for the course, and a score of 900 or greater on the HESI Exit Exam, which allows for a predicted probability of passing the NCLEX-PN. A student has three attempts to sit and pass the HESI Exit Exam. All HESI Exit failures must be remediated through HESI electronic resources and other study materials the student chooses. For each of the three failures, the student must complete the required hours of remediation, per the Piberry Institute remediation policy, in order to be allowed to test again. A fourth and final attempt of the HESI Exit exam may be granted, on a case by case basis, to the student who appeals for the final attempt and pays \$500 in administrative costs for the planning and proctoring of such an exam.

Courses with clinical components will be graded on a pass/fail basis, with a grade of pass counting as a 4.0 and a grade of fail counting as 0 on the grading scale for PN students. A failing grade for any clinical portion requires the student to repeat both theory and clinical components.

HESI Exams Guideline: There is a HESI exam for the following specialty courses:

- Foundations of Nursing
- Pharmacology
- Maternity
- Mental Health
- Geriatrics
- Medical Surgery
- Pediatrics
- Practical Nursing Exit

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

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



## Academic Progress guidelines.

A student with a passing course grade that fails to achieve a passing score on his or her first attempt of any HESI Specialty exam, must remediate. Remediation is specifically designed for the individual student per the Dean of Academics. Such a remediation will consist of a certain amount of required remediation hours to be met by the student using resources of their own, and those materials and resources provided to them by the school. Students will remediate on their own time. Piberry Institute will not designate nor allow any class time for remediation and review. Once the student has successfully clocked the required amount of remediation hours, such a student will be allowed to sit for the second attempt of the HESI Specialty exam. If a student does not complete the remediation hours within the two-week period, the student may receive a failing grade for the exam. A student cannot have two failing HESI Specialty exam grades concurrently without the approval of the Campus President, having academic evidence that the student is maintaining a passing class grade in their current class that require a HESI exam. If the student fails to achieve a passing score on the second attempt of any HESI Specialty exam, the student may appeal for a third attempt. If the appeal is granted, and the student sits for a third and final attempt, and he or she does not score 850 points or higher, the student will receive an F grade for that specialty and will be dropped from the program. The cost of all HESI Exams is the sole responsibility of the student.

## Medical Assistant Technician, Diploma

### Program Objective:

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

### Program Description:

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

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

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

### Course Descriptions:

#### MT100 – Medical Terminology with Anatomy & Physiology

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

### **MT103 – Pharmacology with Mathematics**

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

Clock Hours – 80      Prerequisite – None

### **MT104 – Medical Front Office Procedures**

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

Clock Hours – 80      Prerequisite – None

### **MT110 – Phlebotomy and Hematology**

This course introduces the students to the anatomy and physiology of the circulatory system, the practice of venipuncture, and other collection techniques to obtain samples on which various hematological tests are performed. The course will also cover various safety issues, equipment maintenance, and personal practices that prevent the contamination of self and specimens.

Biohazard Waste Disposal, Personal Protective Equipment. There is also an introduction to training participants to basic information on HIV and AIDS. The difference between HIV and AIDS, how HIV is passed from one person to another, incubation period, responsibility of employers in regard to providing PPEs for workers who may be at risk for contracting the disease, and common myths on how it is spread is also covered.

Clock Hours – 80      Prerequisites – MT100

### **MT112 – Electrocardiography**

Electrocardiography - This course introduces students to the anatomy and physiology of the cardiovascular system, the electrical conduction system of the heart, and proper placement of the electrodes in the performance of the procedure. Emphasis is also placed on preparing the patient for the examination, Basic ECG concepts, Electrical Heart functions, Quality Control, recognition of normal Sinus rhythm, bradycardia, tachycardia, basic interpretation of arrhythmias and blocks, the recognition of Myocardial Infarction, and. The student will be exposed to multi- channel machines, and the process of mounting the tracing on appropriate templates. The principles of CPR including the use of AED, and First Aid are also taught and tested on. Clock Hours – 80      Prerequisites – MT100

### **MT114 – Medical Back Office Procedures I**

This course provides the study of routine procedures and equipment used in the medical setting. This includes, but is not limited to, patient triage, interview, history taking, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique. Recognition of normal and abnormal conditions, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique, bandaging of wounds, DEA Regulations, Prescription requirements for all schedules of drugs, use of PDR, Patient Instruction. Students are instructed in the regulations of OSHA and the CDC, CLIA waived Lab Testing and QC. Clock Hours – 80 Prerequisites – None

### **MT115 – Medical Back Office Procedures II**

This course provides the practice of routine procedures and equipment used in the medical setting. This includes, but is not limited to, patient triage, interview, history taking, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique. Students are instructed in the regulations of OSHA and the CDC. Basic Drug Calculations, Common Drugs and their Classifications/ Indications for use, and Parenteral and other routes of Drug Administration, Assistance in Minor Surgery, Sanitation, Sterilization Disinfection, Therapeutic Modalities, Vision Testing Specialty testing, and Basic Respiratory Testing. Clock Hours – 80 Prerequisites – None

### **MT116 – Medical Assistant Certification Review**

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

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

### **MT200 – Medical Assistant Technician Externship**

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

Clock Hours – 260 Prerequisites – MT100

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

Effective November 13, 2020, Piberry Institute will no longer enroll applicants to its Medical Billing and Coding Specialist program.

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## \*Home Health Aid, Diploma

\*This Program does not qualify for Federal Financial Aid

### **Program Objective:**

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

### **Program Description:**

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

An applicant enrolling in the Home Health Aid program may receive bi-lingual assistance upon request within the program. Graduates who are not proficient in English may encounter employment limitations due to the fact that most businesses require fluency in the English Language.

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

### **Course Descriptions:**

#### **HHA 100 - Introduction to Home Health Care**

This module will discuss the history of home care, benefits of home care, role, responsibilities and ethical issues affecting the home health aide. It will also provide information on the sources of payment for home care and characteristics necessary for the home health aide in caring for patients in their homes.  
Clock hours – 4

#### **HHA 101 - Verbal and written Communication**

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

#### **HHA 102 - Legal and ethical Responsibilities**

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

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

Maintain patient units in home and identify emergency evaluation procedures, how to be alert to potential domestic violence and what to do. Clock Hours – 14 Lab Hours – 7

**HHA 104 - Personal Patient Care**

Assist with bed, shower, or tub bath, grooming, oral Hygiene, toileting, dressing, meals bowel and bladder training, and perinea care. Clock Hours – 6 Lab Hours – 4

**HHA 105 - Nursing Procedures**

Admitting, transfer, and discharge of patient. Making beds, measuring and recording patient's statistics, range of motion exercises, collect urine and stool specimens, monitor catheter drainage, monitor fluids, observation of patient emesis, postmortem, enema of five ounces or less, and maintain patient belongings. Clock Hours – 8 Lab Hours - 5

**HHA 106 - Principles of Nutrition and Fluid Balance**

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

**HHA 107 - Care of the Geriatric patients**

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

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

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

**HHA 109 - Bio-Psychological-Social Support**

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

**HHA 110 - Supervised Management Functions**

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

**HHA 111 - Rehabilitative Activities**

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

**HHA 112 - Case Studies**

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

**HHA 113 - Documentation**

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

**HHA 114 - Medicare Standards**

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

\*The Home Health Aid program is a cash program. This program does not qualify for Federal Financial Aid. The program includes the delivery of a CPR course and necessary in-services for the field of study.

### **Criminal History and Physical Disability Disclosure**

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

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

### **CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS**

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

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

The website contains this report and information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They contain information about crime statistics for the year 2018 and previous of crimes that have occurred on campus owned or controlled by Piberry Institute, Inc.; and on public property within or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the administrative office at Piberry Institute, Inc.

The institution is providing the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Campus Security Report is updated and made available on the institution's website and, upon request, in print format. It should be noted that this report is updated annually and distributed by October 1 of each year. Students and employees are encouraged to view the institution's website for updates pertaining to the institution's most recent Campus Security Report. You may also find information on Crime Statistics on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences. Information as it appears on the school's navigator website is based on IPEDS data that are deemed final and closed, based on prior year's statistical submissions. For more up-to-date



information, please contact your Admission's Representative.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), originally known as the Campus Security Act, since amended by the Higher Education Act (HEOA), The Campus Sexual Violence Elimination Act (SaVE), and the Violence Against Women Act (VAWA) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime and sexual violence on and near their respective campuses. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is the responsibility of the administration of Piberry Institute, Inc. to provide a safe environment for study and to prevent crime and sexual violence. Piberry Institute, Inc., is concerned about the safety and welfare of its students and employees. Therefore, the following Campus Security and Safety Policy is implemented for the protection of students, faculty and staff. The policy is published annually by October 1st as required and is compliance with the Student Right-to-Know, the Campus Security Act and as amended by HEOA, the Drug-Free Schools and Communities Act of 1989 (DFSCA), the SaVE Act and Violence

### **Violence Against Women Act**

The Campus Security and Safety Policy may be accessed at the Piberry Institute website [www.piberry.edu](http://www.piberry.edu) within the Disclosures & Consumer Information tab and is entitled Annual Security & Crime Report Link and a printed copy may be obtained at the campus.

Each year in the fall and by October 1<sup>st</sup>, Piberry Institute is required to prepare a Campus Security Policy Report and Crime Statistics Report as required in the federal Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Security Report and Crime Awareness Information are gathered through requests to the local Police Agency and are combined with on-campus crime reporting. The report is published by October 1st and is made available to prospective students, students, faculty and staff. In addition, a Crime Statistics report containing three years of reported data is made available. The campus facilities are opened and closed each morning and evening by administrative personnel. We encourage students to immediately report criminal incidents or other emergencies to the Campus President, Marion Carberry at (305) 245-2581, or to any other employee so that the appropriate legal or other action may be taken. Piberry Institute works with local and state law enforcement if necessary. Students and employees are responsible for their own security and safety on and off-campus and need to be considerate of the safety and security of others. Piberry Institute Ins has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged on campus premises or any campus activities. In 1996 Megan's Law became federal law. Megan's Law requires state and local law enforcement agencies in all 50 states to notify colleges, schools, day care centers and parents about the presence of dangerous offenders. We encourage our campus community to look out for themselves and one another.

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

about the presence of dangerous offenders.

The Florida Department of Corrections advises Piberry Institute Inc. when registered sexual offenders and or sexual predators may be enrolling or may be enrolled. Information regarding registered sexual offenders, sexual predators in Florida may be found at the FDLE Registered Sex Offenders website: <http://offender.fdle.state.fl.us/offender/homepage.do> or toll free number- 1-888-357-7332 for TTY Accessibility – 1-877-414-7234. Additionally, information is also available at the U.S. Department of Justice’s National Sex Offender Public Website In an effort to provide this critical data to all students and employees nationwide, we offer the following from the U.S. Department of Justice (DoJ). <http://www.nsopw.gov/en>.

The Dru Sjodin National Sex Offender Public Website (NSOPW) is a public safety resource that provides the public with access to sex offender data nationwide and is a partnership between the U.S. Department of Justice and state, territorial, and tribal governments. NSOPW links public state, territorial, and tribal sex offender registries from one national search site at <http://www.nsopw.gov/en/Registry>. The public can utilize the website’s search tool to identify location information on sex offenders residing, working, and attending school not only in their own neighborhoods but in other nearby states and communities. In addition, the website provides visitors with information about sexual abuse and how to protect themselves and loved ones from potential victimization.

### **Title IX Procedures**

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq., requires schools that receive federal financial assistance to take necessary steps to prevent sexual assault on their campuses, and to respond promptly and effectively when an assault is reported. The school is committed to complying with these regulations. The school conducts appropriate training for the designated Title IX Coordinator. This training ensures knowledge of the requirements of Title IX and of the school’s own policies and procedures for all aspects concerning Title IX issues. In accordance with Title IX, appropriate training is also conducted for employees and students.

### **Title IX Grievance Procedures**

Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by the school. Complaints of sexual violence, sexual harassment, and/or sex discrimination should be made to the school’s designated Title IX Coordinator (contact information located in the Non-Discrimination Statement section of the school’s catalog). Upon learning of possible sexual violence, sexual harassment, and/or sex discrimination involving a student, the school will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc. The student will receive a response from the school within 14 calendar days of the submission of the complaint. If the school determines that a Title IX violation may have occurred, the school will take steps proactively designed to promptly and effectively end the offending behavior or the threat of offending behavior, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

The Title IX Coordinator at the school is responsible for evaluating requests for confidentiality and is trained on the policies and protocols for confidential reporting. The school will use good faith efforts, and available interim measures, to protect the alleged victim from any hostile environment at the School and any subsequent harassment or retaliation. Such efforts may occur

during or prior to the outcome of the investigation. The student has the right to file a criminal complaint and a Title IX complaint simultaneously. Disciplinary actions and sanctions against students will be in accordance with the school's Disciplinary Action section of the school's catalog. A preponderance of the evidence evidentiary standard will be utilized to determine whether or not the alleged Title IX violation occurred. Both the accuser and the accused are entitled to present witnesses and other evidence. Both will be informed of the outcome of the complaint/disciplinary proceeding and of the basis for the decision in writing, and are entitled to an appeal per the school's Disciplinary Action policy. For this purpose, the outcome of a disciplinary proceeding means only the school's final determination with respect to the alleged Title IX violation and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses including sexual harassment and sex discrimination, may include probation, suspension or dismissal. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education. The parties shall be informed of the outcome of the decision. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused. The school will not retaliate against persons bringing forward allegations of violence, harassment or discrimination. The school's Title IX Coordinator may be contacted for sources of counseling, advocacy, and support. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education.

### **Voter Registration**

This institution encourages you to register to vote. The National Mail Voter Registration Form is available at the institution's financial aid office and can be obtained from the U.S. Election Assistance Commission (EAC) website. The EAC is a comprehensive resource for information on the Federal elections process. For more detailed information please visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources), or call EAC at: (866) 747-1471.

### **Federal Voting Assistance Program:**

Voting resources for uniformed service members and overseas citizens, including the Federal Post Card Application, a voter registration form for citizens living abroad. Tel.: (800) 438-8683 / Web site: [www.fvap.gov](http://www.fvap.gov) Am I eligible to vote?

At a minimum, you must be 18 years of age and a U.S. citizen to be eligible to vote. States may also have their own requirements, which are outlined in the "State Instructions" section of the National Mail Voter Registration Form. State and local election offices can also provide information on voter eligibility. How do I register to vote? You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may also be used to report a name or address change to the voter registration office or to register with a political party. You can obtain the form in person from the following public facilities; state or local election offices, the department of motor vehicles, public assistance agencies, state funded programs that serve people with disabilities, any public facility a state has designated as a voter registration agency (such as a public library, public school, and city or county clerk's office). You may also register to vote by using your state's voter registration form.

When can I register to vote? You must register by your state's registration deadline to ensure

voting eligibility. Each state has its own registration deadline. You can find this information in the “State Instructions” section of the National Mail Voter Registration Form at [www.eac.gov](http://www.eac.gov), or by contacting your state or local election office.

**Did You Know...?** The EAC provides information for voters on its Web site in Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. The Commission has also issued comprehensive glossaries of voting terms in these six languages to assist voters and election officials.

### **Constitution Day**

The Consolidated Appropriations Act, 2005, (Pub. L. 108-447) requires educational institutions that receive Federal funds to hold an educational program on the United States Constitution on September 17th of each year. If September 17th falls on a Saturday, Sunday, or a holiday, Constitution Day programs may be held during the preceding or following week. Schools may choose many different formats to fulfill the requirements, including but not limited to, in-class presentation, video presentations, flyers, or use of online resources. For information specific to your institution, please see your Education Director.

### **Additional Consumer Information/Gainful Employment Disclosure Student Complaint Procedure**

Please consult your institution’s catalog and/or addenda, for more specific information related to the Student Grievance Policy.

### **Occupational Listings presented within the Gainful Employment Disclosures**

The occupational listings are presented in accordance with the Program Integrity Measures: Gainful Employment requirements as defined by federal regulations. The lists represent a sample of identified occupations for which an institution's graduates may typically find employment within a few years after completing a program. In addition, each occupational name is a link to the Occupational Information Network (O\*Net) where various information can be obtained for a particular area of interest. For more information, please refer to the school’s website. A paper copy is available, upon request from your Admission’s Representative.

### **On-Time Completion Rates and Median Debt Burden: Gainful Employment Disclosures**

On-Time Completion Rates and Median Loan Debt are calculated in accordance with federal regulations specifically pertaining to the required Program Integrity Measures: Gainful Employment disclosures. On-Time graduation rates represent the percentage of students who completed the program no later than the published length of the program, as defined by the institution's catalog. Median Loan Debt is the middle loan amount, extracted from a range of students who have graduated from a particular program, and only includes debt incurred at the institution. The debt incurred includes living expenses. For more information, please refer to the institution’s website. A paper copy is available, upon request from your Admission’s Representative.

### **Definitions of Sexual Harassment and Sexual Violence**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where: Submission to such conduct is an explicit or implicit term or condition of a person’s status in a course, program or activity or in admission, or in an academic decision; Submission to or rejection of such conduct is used as a basis for an academic decision; or Such conduct has the purpose or effect of

unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment. Sexual violence is considered to be a form of sexual harassment and is therefore a form of sex discrimination. It is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion.

### **Crime Definitions:**

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

**Hate Crimes:** Piberry Institute is required to report statistics for bias-related (hate) crimes by the type of bias as defined by the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, and etcetera, and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault.

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

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

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

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. Any person that assaults a victim and who was motivated to commit the offense because of his or her bias against the victim's race, religion, sexual orientation, gender, gender identity, disability, ethnicity or national origin the assault is then classified as a hate crime.

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

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

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

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

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

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

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

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

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

Dating Violence – Violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship (ii) the type of relationship (iii) the frequency of interaction between the persons involved in the relationship.

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

### **Drug Abuse Violations:**

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

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

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

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

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

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

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

Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

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

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

Unfounded Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or

baseless and therefore “unfounded”. Only a sworn of commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest to do not “unfound” a crime report.

**Disciplinary Referrals**

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

Weapons: Carrying Possessing, etc.

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

Liquor Law Violations

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

Drug Law Violations

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

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

Piberry Institute Inc., prohibits domestic violence, dating violence, sexual harassment, sexual assault, and stalking and encourages students and employees to report incidents against them on-campus and off-campus. These incidents should be reported to the campus security authorities and or Campus director. Piberry Institute Inc provides awareness, prevention and victim rights training to its employees and students. Pamphlets and brochures are also available in each campus’ library. Domestic violence, dating violence, sexual harassment, sexual violence and stalking involve unwelcome conduct of a violent and/or sexual nature and are traumatic to the victim (s). If you are a victim of domestic violence, dating violence, sexual harassment, or stalking tell someone who understands these offenses. It is a tremendous burden to bear alone. These incidents are terrifying and traumatic. It is not uncommon to feel fearful, confused, guilty, ashamed, or isolated. It is better not to deal with these feelings alone. There are many concerned and professionally trained people in the community who are prepared to help you. The campus assists students with off-campus counseling, mental health services, and other services for victims. Information may be obtained from the Campus President, Marion Carberry. Piberry Institute does not have a process by which it conducts verbal or written encouragement or for referring victims to pastoral counselors and professional counselors, but maintains procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

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

<p>The National Domestic Violence Hotline: thehotline.org 1.800.799.SAFE (7233) 1.800.787.3224 (TTY)</p>	<p>Dating Violence : loveisrespect.org Text “loveis” to 22522 Love is respect – (866) 331-9474 (866) 331-8456 (TTY)</p>	<p>Sexual Assault: Sexual Violence Resource Center RAINN: rainn.org / (800) 656- HOPE (4673) Not Alone: notalone.gov</p>
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Florida Council Against Sexual Violence : <a href="http://www.fcasv.org">www.fcasv.org</a> (850) 297-2000 (800) 956-7273 toll free	The National Domestic Violence: <a href="http://thehotline.org">thehotline.org</a> 1.800.799.SAFE (7233) 1.800.787.3224 (TTY)	Stalking: National Women’s Law: <a href="http://womenslaw.org">womenslaw.org</a>  National Center for Victims of Crime: <a href="http://victimsofcrime.org">victimsofcrime.org</a> (202) 467-8700
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If you are a victim:

1. You have the option to report domestic violence, dating violence, rape or sexual offenses and stalking to the proper law enforcement authorities including campus personnel and local police. The campus staff will assist you in reporting these offenses at your request. So, first and foremost:

Get to a safe place where you will be safe from further attack. Call a friend or family member who you believe you trust for support. For your own protection you are advised to call the local police immediately, especially if the assailant is still nearby.

2. Once you have reported incident to the campus authorities whether the offense occurred on or off campus, you will be provided with a written explanation of the student or employee’s rights and options.

3. Get medical attention immediately for incidents involving domestic violence, dating violence, and rape or sexual assault. It is extremely important that you seek medical attention immediately because you may have been injured internally as well as externally by the attack. A prompt medical examination in rape and sexual violence incidents will test for pregnancy and disease. Do not drink, bath, change clothing, or comb your hair before receiving medical attention. It is only natural to want to do these things, but you may be destroying evidence you will need if you decide to prosecute. In the course of your medical examination, this evidence will be collected by the hospital staff.

4. Seek professional counseling - Regardless of whether you report the incident or not, you should always seeking counseling for the traumatic experience you have survived. The long-lasting psychological effects of a domestic violence, dating violence, rape or sexual assault or stalking do not go away if they are ignored. The campus will provide students and employees written notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims.

5. Reporting a domestic violence, dating violence, rape or sexual assault or stalking incident to the police does not commit the victim to further legal action. In the initial meeting with the police, you will be asked to tell the police what happened, where it happened, and what your attacker looked like. The earlier you report an offense, the easier it will be for police to investigate the crime, and to prosecute the case successfully, if that is your choice. It helps to preserve your options for the future. If you desire assistance in contacting the appropriate law enforcement agencies the campus will assist you in notifying the local law enforcement agencies. If you wish to have the assailant prosecuted the police and the District Attorney’s office will handle the legal proceedings without expense to you. You do not need to hire an attorney. You have the right to decline to report the offense to the local law enforcement agencies. Where applicable, the rights of victims and Piberry Institute’s responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court will be explained to the victim(s). Upon request by a victim of a domestic

violence, dating violence, rape or sex offense or stalking, the campus will change the victim's academic, living, transportation, or work schedule if the change is reasonably available.

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

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

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

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

The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, rape or sexual assault, or stalking. Procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding is conducted by the Institute. Appeal requests must be in writing to the Campus Director and within 14 days after the date the individuals are notified of the disciplinary proceeding findings. The victim will be provided with information of how Piberry Institute, Inc. will protect the confidentiality of victims, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

### **Disciplinary Proceedings - Notification to Victims**

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

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

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

### **Policies for Making Timely Warning Reports**

Piberry Institute, Inc encourages the immediate reporting of any actual, suspected criminal or hazardous activity. Any student, faculty member, employee or guest can directly report suspected criminal activities or emergencies on campus by calling the School Director, faculty or employee member. However, those with complaints of potential criminal action should make a

report with local police authorities as well as with the school. In the event of an emergency and criminal actions, the public is notified within 24/48 hours. Victims or witnesses report crimes on a voluntary, confidential basis for inclusion in this annual security report.

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

In the Piberry Institute Inc. Drug Awareness and Substance Abuse Policy, it recognizes that drug or alcohol abuse education programs as required under Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989). For the purpose of meeting this requirement, an institution may cross-reference the materials the institution uses to comply with Section 120(a) through (d) of the HEA.

### **Emergency Response and Evacuation Procedures**

Piberry Institute will use its Emergency Notification System to notify the Campus Community of any immediate threat to the Campus Community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Students and employees may receive text messages via Cell Phone or e-mail contacts with information relative to the threat and the action to be taken by the Campus Community to remain safe until the threat or the perceived threat is over. On campus notifications will also be conducted using manual notification systems such as a school official notifying each classroom and laboratory of any threat or any incident requiring emergency notification. Piberry Institute Inc. will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

### **Timely Warnings**

Piberry Institute will also use its Emergency Notification System to issue a “timely warning” to the Campus Community in the event a crime is reported to campus officials or local police that represent a serious or continuing threat to students and employees. The warning will be issued as soon as the pertinent information is available. The intent of the timely warning is to enable recipients to protect themselves and aid in the prevention of similar crimes.

### **Procedures For Disseminating Emergency Information to the Community at Large**

Any member of the Campus Community may, at their discretion notify public authorities of any emergency or dangerous situation on campus. The two persons named below will also determine if public authorities/emergency and law enforcement agencies will be notified and will do so by the most expeditious means immediately available.

### **Procedures for Testing the Emergency Response and Evacuation Procedures**

On at least an annual basis, the institution will test the Emergency Response Communications system using text messaging and/e-mail transmissions. A log will be kept of the date and time of the test. A survey will be distributed to the campus community to solicit feedback on the

effectiveness of the notification. The surveys will be maintained for a minimum of one year and the data on the response effectiveness recorded as part of the test log. Confirmation of the type of emergency/dangerous situation - will be through the Campus Director's office. The Director will confirm the type of emergency and will determine what emergency response agency will be notified. Any emergencies deemed reportable to all members of the staff, faculty and student body should be immediately directed to Marion Carberry, Campus Director, and or Campus Dean of Academics, Dr. Vorick Picou for prompt action. Notification to Campus Management by any member of the campus community does not preclude notification to the appropriate emergency authorities.

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

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

#### **DRUG AWARENESS AND SUBSTANCE ABUSE POLICY**

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

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

Piberry policies and programs are intended to emphasize: 1) The incompatibility of the use or sale of illegal drugs with the goals of the Institute, 2) The legal consequences of involvement with illegal, illicit, and controlled drugs 3) The medical implications of the use of illegal, illicit, and controlled drugs and 4) The ways in which illegal, illicit, and controlled drugs jeopardize an individual's accomplishments and quality of life.

#### **Drug-Free-Campus & Workplace:**

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

employees.

**Drug-Free Campus and Workplace Statement:**

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

**Alcohol & Substance Abuse Policy:**

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

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

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

Note: Students who are convicted of drug related charges are subject to losing Title IV federal financial aid. The Institute must provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties in a clean and written notice that notifies the student of the loss and advises the ways in which to regain eligibility. The

student must successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the United States Department of Education Secretary to determine whether or not the student may be eligible to regain eligibility of Federal funds.

### **Legal Sanctions:**

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

Federal and state sanctions for illegal possession of controlled substances range from up to four years' imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10–99 grams, may result in sanctions up to and including 20 years' imprisonment and a fine of up to \$4 million.

Under Florida law, any person who knowingly sells, purchases, manufactures, delivers, or brings into Florida any controlled substance shall be punished pursuant to sentencing guidelines and punished by a fine of not less than \$25,000 nor more than \$250,000. Any person who possesses more than 10,000 pounds of a controlled substance must serve a mandatory sentence of 15 years and pay a \$200,000 fine. If they transport a controlled substance into Florida, they have committed a capital felony and shall be imprisoned for life and shall be fined \$250,000, the maximum fine under the guidelines. Local sanctions range from \$500 to \$1,000 in fines or from 60 days to six months in jail, or both, plus civil forfeiture of property for possession.

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

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

### **Drinking Age**

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

### **Open Container Law**

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

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

- Payment of a fine of \$250 to \$500 and imprisonment for up to six months for a first conviction.
- If the blood or breath alcohol level is .20 percent or higher, the fine is \$500 to \$1,000 and imprisonment for up to nine months.
- Monthly probation reporting and mandatory completion of substance abuse course.
- Probation for up to one year which will include a minimum of fifty hours of public service for a community work project.
- Impoundment of vehicle for ten days unless owner or family has no other means of transportation.
- Serious bodily injury of another, property damage or death while driving under the influence will result in additional sentences.

### **Sale or Possession of Illegal Drugs**

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

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

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

### **Local Counseling, Treatment, and Rehabilitation Programs**

Piberry Institute, Inc., is required to notify current/perspective students and employees of local counseling, treatment, and rehabilitation programs, and as such states that any drug or alcohol abuse education programs as required under Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989). For the purpose of meeting this requirement, an institution may cross-reference the materials the institution uses to comply with Section 120(a) through (d) of the HEA. Additionally, many health insurance plans include drug, alcohol and mental health services. If you need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help you locate a facility near you. The toll free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week; 1-800-622-HELP (4357). You can also access their treatment facility location online at <http://www.samhsa.gov/treatment/index.aspx>.

Local Drug and Alcohol Counseling facilities:

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

### **Health Risks Associated with Alcohol Abuse**

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

system, much lower doses of alcohol will produce the effects just described.

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

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

In addition to disciplinary sanctions imposed by the Institution, all employees and students should be aware that federal, state, and some local laws treat illegal possession, use, sale/distribution, or manufacturing of drugs or alcohol as serious crimes that can lead to imprisonment, fines, and assigned community service. Resulting convictions can prevent a person from entering certain fields of employment and may have to be listed on employment applications. The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. For a listing of federal offenses, penalties and sanctions, visit the Department of Justice / U.S. Drug Enforcement Administration- Office of Diversion Control website at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>.

### ***Description & Health Risks Associated with Drug Usage***

Below are some specific risks related to the use of alcohol and illegal drugs.

- Alcohol: Alcohol often has a strong effect on people—and throughout history, people have struggled to understand and manage alcohol’s power. While drinking alcohol is itself not necessarily a problem, drinking too much can cause a range of consequences, and increase your risk for a variety of problems. Alcohol interferes with the brain’s communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination. Heavy drinking can damage the heart, liver, pancreas and can weaken your immune system. Drinking too much can also increase your risk of developing certain cancers.
- Cocaine: a powerfully addictive stimulant drug. Cocaine increases levels of the natural chemical messenger dopamine in brain circuits controlling pleasure and movement. Short term effects include extreme energy, hypersensitivity to light, sound and touch, irritability and paranoia. Long term effects include constricted blood vessels, dilated pupils, nausea, raised blood pressure, faster heartbeat, muscle twitches and restlessness.
- Hallucinogens (PCP, LSD, Ketamine, Salvia, Peyote, Psilocybin): Hallucinogens are a diverse group of drugs that alter perception (awareness of surrounding objects and conditions), thoughts, and feelings. They cause hallucinations, or sensations and images that seem real though they are not.
- Heroin: users report feeling a surge of euphoria (“rush”) accompanied by dry mouth, flushing of the skin, heavy feelings in hands and feet, and clouded mental functioning. Long term effects include collapsed veins, abscesses, liver or kidney disease and lung complications. In addition to the effects of the drug itself, street heroin often contains dangerous chemicals that can clog blood vessels leading to the lungs, liver, kidneys, or brain, causing permanent damage. Also, sharing drug injection equipment and having impaired judgment from drug use can increase the risk of



contracting infectious diseases such as HIV and hepatitis. People can overdose on heroin. It is also highly addictive.

- Inhalants: substances such as solvents, aerosols, gases, and nitrites can cause slurred speech, lack of coordination, euphoria, and dizziness. Inhalant abusers may also experience lightheadedness, hallucinations, and delusions. With repeated inhalations, many users feel less inhibited and less in control. More serious long-term consequences include liver and kidney damage, hearing loss, or bone marrow damage.
- Marijuana: effects include altered senses (for example, seeing brighter colors), altered sense of time, changes in mood, impaired body movement, difficulty with thinking and problemsolving and impaired memory. Marijuana also affects brain development as the drug may reduce thinking, memory, and learning functions and affect how the brain builds connections between the areas necessary for these functions.
- Methamphetamine: can cause extreme weight loss, severe dental problems, intense itching, anxiety, confusion, insomnia, and mood disturbances and display violent behavior. Also symptoms of psychosis, such as paranoia, visual and auditory hallucinations, and delusions (for example, the sensation of insects crawling under the skin).
- Prescription Drugs - Some medications have psychoactive (mind-altering) properties and, because of that, are sometimes abused—that is, taken for reasons or in ways or amounts not intended by a doctor, or taken by someone other than the person for whom they are prescribed. In fact, prescription and over-the-counter (OTC) drugs are, after marijuana (and alcohol), the most commonly abused substances by Americans 14 and older. Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). All of these drugs have the potential for addiction, and this risk is amplified when they are abused.
- Synthetic Cannabinoids (K2/Spice) - refer to a growing number of man-made mind-altering chemicals that are either sprayed on dried, shredded plant material so they can be smoked (herbal incense) or sold as liquids to be vaporized and inhaled in e-cigarettes and other devices. They may affect the brain much more powerfully than marijuana; their actual effects can be unpredictable and, in some cases, severe or even life-threatening.
- Synthetic Cathinones (Bath Salts) - Synthetic cathinones are included in a group of drugs that concern public health officials called "new psychoactive substances" (NPS). NPS are unregulated psychoactive (mind-altering) substances that have become newly available on the market and are intended to copy the effects of illegal drugs. Synthetic cathinones are marketed as cheap substitutes for other stimulants such as methamphetamine and cocaine. The use of this drug can produce effects such as paranoia, hallucinations, panic attacks and violent behavior.
- MDMA (Ecstasy/Molly) - synthetic drug that alters mood and perception (awareness of surrounding objects and conditions). It is chemically similar to both stimulants and hallucinogens, producing feelings of increased energy, pleasure, emotional warmth, and distorted sensory and time perception. A person may experience irritability, impulsiveness and aggression, depression, sleep problems, anxiety, memory and attention problems. High doses of MDMA can affect the body's ability to regulate temperature. This can lead to a spike in body temperature that can occasionally result in liver, kidney, or heart failure or even death.

There are classic danger signals that could indicate the first sign of drug use. The primary ones could call attention to one's use of drugs such as abrupt changes in mood or attitude, continuing slump at work or in school, continuing resistance to discipline at home or school, inability to get along with family or friends, regular temper flare-ups, increased borrowing of money, heightened secrecy / isolation, acquiring a whole new set of friends.

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

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

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

**Biannual Review & Distribution:**

A biennial review of these policies/guidelines will be conducted to ensure their effectiveness, consistent enforcement, and to implement any necessary changes. This DAAP Program Policy will be reviewed biennially (in even-numbered years) to determine its effectiveness. During the review an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein. The DAAP Program Policy will be distributed to employees and students on an annual basis by October 1st. Employees will receive email notification annually from the Campus Director. Students will receive notification annually through an electronic announcement via the Student Portal and by email. It is also posted to the bulletin board in the facility.

## Administration

Marion Carberry	Campus President, Compliance Director
Dr. Vorick Picou	Director of Academic Affairs, Faculty
Isabel Gaud	Nurse Director PN, RN, Faculty
Fabiana Adames	Senior Financial Aid Advisor
FrancesDalia Olivo	Admissions Representative
Bertha Lopez	Career Services Liaison, Assistant to the President
Macdamise Fortune	Academic Support, Data Specialist
Nilsa Cruz	Receptionist

## Faculty

### Vorick Picou, MD

Full-time Faculty for Medical Assistant Technician program  
Doctor of Podiatric Medicine, Ohio Institute of Podiatric Medicine, Cleveland, Ohio

### Armando Martinez, MD

Full-time Faculty for Medical Assistant Technician program  
London School of Hygiene & Tropical Medicine, Msc Occupational Medicine  
University of Miami, MBA

### Ildefonso Ocasio

Full-time Faculty for Medical Assistant Technician program  
City Technical College Institute, Diploma

### Rebecca Yamraj, MSN, BSN, ASN

Adjunct Faculty for Practical Nurse program  
Aspen University, MSN  
The University of Texas, BSN  
Mercy Hospital College of Nursing, ASN

### Ileana Casteñeda, MSN, A.R.N.P

Adjunct Faculty for Practical Nurse program  
Florida International University, MSN  
University of Miami, BSN  
University of San Francisco, RN

### Victoria Acosta, MD

Adjunct Faculty for Home Health Aide program  
Nursing Clinical, Censa Health Institute  
Doctor of Medicine. Certified Nurse Assistant

### Isabel C. Gaud, RN, MSN

Director of Nursing  
University of Puerto Rico, MSN, BSN, ASN

### Katya Valazquez, RN, LPN

Adjunct Faculty for Practical Nurse program  
University of the Sacred Heart, RN  
Robert Morgan Educational Center, LPN

### Elaine Gooden, RN, BSN

Adjunct Faculty for Practical Nurse  
Bachelor of Science, Registered Professional Nurse, CUNY. The City College NY  
Associate of Science, Psychology

### Dania Perez, RN, BSN

Adjunct Faculty for Practical Nurse program  
Universidad del Sagrado Corazon, BSN  
University of the State of New York, RN

### Nikki Denson, MSN, BSN

Adjunct Faculty for Practical Nurse program  
Grand Canyon University, MSN, BSN

### Fariya Sharif, MSN, BSSW

Adjunct Faculty for Practical Nurse program  
Barry University, MSN  
The University of West Indies, BSSW  
Port of Spain General Hospital School

### Veronica Flores Mann, RN, BSN

Adjunct Faculty for Practical Nurse program  
Registered Nurse, Miami Dade College,  
Bachelor of Science, Nursing, Miami Dade College.

### **Ownership**

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

**Piberry Institute, Inc.  
30356 Old Dixie Hwy  
Homestead, FL. 33033  
(305) 245-2581  
Website: [www.Piberry.edu](http://www.Piberry.edu)**