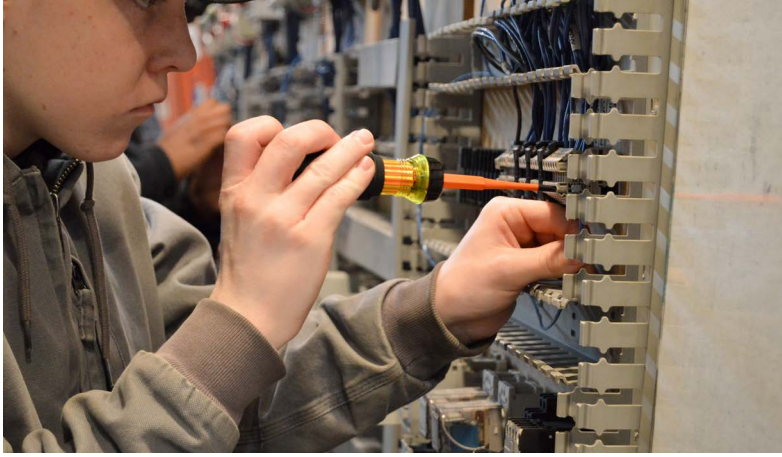
School of Trades & Technology





School of Cosmetology

School of Healthcare





School of Culinary Arts

LAUREL TECHNICAL INSTITUTE
HERMITAGE, PA

LAUREL TECHNICAL INSTITUTE
SHARON, PA

LAUREL INSTITUTES

www.laurel.edu

Hermitage Campus
2370 Broadway Avenue
Hermitage, PA 16148
Phone: 724-983-0700 - Fax: 724-983-8355

Sharon Satellite
200 Sterling Avenue
Sharon, PA 16146

Incorporated in the Commonwealth of Pennsylvania on March 8, 2007
to meet the employment needs of the community.

Accredited by:

ACCSC
Accrediting Commission of Career Schools and Colleges

◆

Licensed by the Pennsylvania State Board of Private Licensed Schools

◆

Licensed by the Pennsylvania State Board of Cosmetology

◆

Registered with the Ohio State Board of Career Colleges and Schools
No. 08-07-1870T

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2026 Catalog

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ADDENDUM INCLUDED SEPARATELY

MISSION STATEMENT

Laurel Technical Institute (Laurel) is dedicated to providing a quality, career-focused education and professional certifications for individuals seeking employment in various occupations in response to the needs of the regional employer community.

The objectives for Laurel are:

A. To Serve the Student by
- offering educational programs to meet regional demand
- providing career focused education and student support
- focusing on educational delivery options to meet the needs of our student population

B. To Serve the Employers by
- providing trained graduates to meet the employment needs of our business community

C. To Serve the Community by
- participating in community activities, events, or projects

The information contained in this catalog is descriptive in nature. It does not constitute an irrevocable contract between the student and Laurel Technical Institute **(Laurel)**. Laurel reserves the right to make any changes in the contents of this catalog or in the documented program that it deems necessary or desirable. These changes are made through established procedures and announced by Laurel in its publications.

School Profile

HISTORY AND PHILOSOPHY

Incorporated in the Commonwealth of Pennsylvania, Laurel Business Institute, Inc. the parent company includes two main campuses, two branch campuses, and one satellite. Schools include Laurel Technical Institute in Uniontown, PA (main); Laurel College of Technology in Morgantown, WV (branch of Laurel Technical Institute); Laurel Institute of Technology, SC (branch of Laurel Technical Institute); and Laurel Technical Institute in Hermitage (main) and in Sharon (satellite of Laurel Technical Institute). These schools collectively are called Laurel Institutes.

Laurel Technical Institute (Hermitage) was founded in 1926 as the Shenango Valley School of Commerce. Its mission was to serve Western Pennsylvania and Eastern Ohio by supplying well-trained and qualified employees to businesses in the region. In 1977, Richard and Patricia McMahon purchased the school and instituted several changes to improve the school's standing and its ability to benefit students and employers. Among these changes were national accreditation, development of a financial aid department, and community involvement. They adopted the name Business Institute of Pennsylvania in 1996.

On September 4, 2007, Christopher and Nancy Decker, founders of Laurel Business Institute in Uniontown, PA, purchased the Business Institute of Pennsylvania and began to operate under the name Laurel Technical Institute to better reflect the programs offered at the school and quickly made significant improvements to facilities and programs. These included an expanded and renovated space, equipment modernization, curriculum updates, several new programs, and additional student services.

Laurel Technical Institute offers a variety of specialized associate degree and diploma programs that correspond with employment needs in the regional business community. Each of these programs is developed with significant input from employers, and the school regularly solicits information about industry trends and new skills students will need to learn in order to be competitive in the job market and updates its programs accordingly. Additionally, the school supports its students by developing other initiatives to help their professional and personal development, including the opportunity to sit for a variety of industry-recognized certifications and other credentials, many of which they can take at either of the school's locations.

Students are required to take and successfully complete study-related internships or participate in clinical rotations that give them valuable work experience prior to graduation. These internships and clinical rotations–, which feature an excellent opportunity for hands-on, practical experience–often, lead to employment opportunities for our students and graduates.

The school collaborates with members of its program advisory committees to review the curriculum and course content and ensure that it meets the requirements and needs of students and employers.

Laurel Technical Institute continues to improve the school by developing new programs, refining existing ones, and training new employees for careers that will support business and industry in the region now and for a long time to come.

SCHOOL FACILITIES

Laurel Technical Institute is currently housed in two buildings—a main campus in Hermitage and a satellite in Sharon, PA. All of the facilities provide an environment that are conducive to good instruction and learning, and support the education programs offered by Laurel Technical Institute. Laurel Technical Institute facilities include classrooms; administrative & staff offices; offices for admission, financial aid, accounting, placement, etc.; laboratories, clinics, student facilities, and academic libraries.

All buildings that house Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA).

ACCREDITATION STATEMENT

The Accrediting Commission of Career Schools & Colleges (ACCSC) accredits Laurel Technical Institute. ACCSC's scope of recognition with the U.S. Department of Education includes the accreditation of postsecondary, non-degree-granting institutions and degree-granting institutions that are predominantly organized to educate students for occupational, trade and technical careers to award specialized associate degrees, diplomas, and certificates. The Council for Higher Education Accreditation also recognizes its accreditation of degree-granting institutions.

Accrediting Commission of Career Schools & Colleges can be reached by mail at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, or by phone at (703) 247-4212, or visit their website at www.accsc.org.

LICENSES & REGISTRATION

Laurel Technical Institute is licensed by the Pennsylvania Department of Education, State Board of Private License Schools to award certificates, diplomas, and specialized associate degrees; and by The Commonwealth of Pennsylvania Department of the State, Bureau of Professional and Occupational Affairs to operate a cosmetology school.

Laurel Technical Institute is also registered with the Ohio State Board of Career Colleges and Schools: No. 08-07-1870T.

INCORPORATION

The parent company, Laurel Business Institute, Inc. was incorporated in the Commonwealth of Pennsylvania on June 7, 1985.

All requests to review accreditations, approvals and licensing can be made by contacting the Campus President.

Administration, Faculty & Staff

CORPORATE OFFICERS/OWNERSHIP

Nancy M. Decker Owner – 75%
President and CEO
BS in Business Education, Indiana University of Pennsylvania

Dr. Douglas S. Decker Owner – 25%
Chief Operating Officer
Ph.D. Instructional Management/Leadership, Robert Morris University; MBA, Seton Hill University; BS in Business Administration, Point Park College; AST in Information Technology, Laurel Business Institute

ADMINISTRATION

CORPORATE OFFICERS
Nancy M. Decker (Owner)
Chief Executive Officer & President
BS in Business Education, Indiana University of Pennsylvania

Dr. Douglas S. Decker (Owner)
Secretary and Treasurer
Ph.D. Instructional Management/Leadership, Robert Morris University; MBA, Seton Hill University; BS in Business Administration, Point Park College; AST in Information Technology, Laurel Business Institute

SCHOOL ADMINISTRATION
Amy Braymer
Vice President of Education
ADA Compliance Coordinator
BS in Elementary/Special Education, Gannon University

Dr. Michelle Borland
Vice President of Nursing
DNP in Nursing Practice, Walden University; MSN in Nursing Education, Waynesburg University; BSN in Nursing, Waynesburg University; BS in Physical Education/Athletic Training, University of Louisville. Licensed as Family Nurse Practitioner both in Pennsylvania and West Virginia; Licensed Registered Nurse both in Pennsylvania and West Virginia; Certified Nurse Practitioner and Certified Nurse Educator

Vicki M. Jolliffe
Vice President of Finance
ASB in Accounting, Laurel Business Institute

Deborah Yuras Lane
Vice President of Compliance
ASB in Executive Secretarial Studies, Laurel Business Institute

Lauren Chaney
Campus Director
BS in Professional Writing/Business Administration, Slippery Rock University

Kevin Clark
Director of Education
M.Ed. Walsh University; BA in Organizational Communications, Youngstown State University

Marc Sabino
Director of Academic Affairs
BS in Business Administration, Youngstown State University; BS in Radiologic Imaging, Kent State University

Christen Stroh
Director of Education –Laurel Online
MA in English & Communications, University of Pittsburgh; BA in Communications, Allegheny College

Justin Caldwell
Program Director of Trades
AST in Maintenance Electricity, Triangle Tech
US Navy Nuclear Training, NRA Instructor Training

Leslea Eckhardt
Director of Human Resources
ASB in Business Administration, Laurel Business Institute

Mea Forte
Director of Financial Aid
Columbia Southern University, Candidate for Associates of Business

Cathy Jackson
Distance Education Faculty Coordinator
BS in Safety Science, Indiana University of Pennsylvania; PA Teacher's Certificate for General Science, Edinboro University

Kenneth Lapikas
Chief Technology Officer
BS in Computer Information Systems, Chapman University; Associate in Applied Management & Leadership, Air University Command

Jessica McElhinny
Program Director of Respiratory Therapy
AST in Respiratory Therapy, Laurel Technical, Registered Respiratory Therapist

Mary Mittwede
Regional Director Respiratory Therapy
Teaching Specialty: Allied Health Care
MS in Respiratory Care, Youngstown State University; BS in Respiratory Care, Youngstown State University; Registered Respiratory Therapist, Registered Pulmonary Function Technologist, Adult Critical Care Specialist, National Board for Respiratory Care

Lisa Wood
Clinical Director of Respiratory Therapy
AST in Respiratory Therapy, Laurel Technical Institute
Registered Respiratory Therapist

Dr. Tricia Ryan
Practical Nurse Program Director
Ph.D. Instructional Management/Leadership, Robert Morris University; MSN in Nursing Education, Robert Morris University; BSN in Nursing, The Pennsylvania State University; Licensed as a Registered Nurse in Pennsylvania and Ohio and Certified Nurse Educator

FACULTY

Beverly Abraham
Teaching Specialty: Allied Health
MBA Frostburg State University; BS in Medical Technology, West Virginia University

Jeffrey Barry
Teaching Specialty: Trades
AS in Computer & Electronics Engineering Technology, ITT Technical Institute; Certificates in Industrial Electfricity I & II, Trumbull County Technical Center

Nancy Butch
Teaching Specialty: Allied Health
BSN, Kent State University; AAS in Nursing, Youngstown State University; AAS in Medical Sonography, Cuyahoga Community College

Cassie Cooper
Teaching Specialty: Culinary Arts
BS in Culinary Arts & Food Service Management, Johnson & Wales University; AS in Culinary Arts, Pittsburgh Technical College

Laura Felix
Cosmetology Supervisor
Teaching Specialty: Cosmetology
Diploma in Cosmetology Teacher, Penn State Cosmetology Academy; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Lauren Hammond
Teaching Specialty: Cosmetology
Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Ashley Lieb
Teaching Specialty: Nursing
MSN in Nursing Education, Western Governor's University; BS in Nursing, Carlow University; Diploma in Nursing, UPMC Shadyside School of Nursing

Doniece McCullough
Teaching Specialty: Cosmetology
ASB in Cosmetology, Laurel Technical Institute; Diploma in Master Teacher of Cosmetology, Laurel Technical Institute; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Lauren Miller
CVT Clinical Coordinator
Teaching Specialty: Allied Health
AD in Cardiovascular Technology, Johnston Community College

Leo Niklas
Teaching Specialty: Trades
Diploma in Welding & Fabrication with Pipeline Technology, Laurel Technical Institute

Jesse O'Hara
Teaching Specialty: Information Technology
Computer Networking Certification, DCI Career Institute

Janet Pizarro-Canales
Teaching Specialty: Culinary
BS in Business Management, University of Arkansas; ASB in Culinary Arts, Laurel Technical Institute

Patrick Reigh
Teaching Specialty: Information Technology
AST in Network Administration & Security, Laurel Technical Institute

Portia Shephard
Teaching Specialty- Allied Health Care
MS in Allied Health, Slippery Rock University; BS in Psychology, University of Pittsburgh; AS in Medical Laboratory Technology, Allegheny Community College

Joseph Smith
Trades Faculty Coordinator
Teaching Specialty: Trades
Certifications in Building Constructions, OSHA 10

David Swarm
Teaching Specialty: Information Technology
Electrical Engineering Coursework, Youngstown State University

Jennifer Sylvester
Teaching Specialty: Cosmetology
Diploma in Cosmetology, Laurel Technical Institute; Diploma in Master Teacher of Cosmetology, Laurel Technical Institute; Cosmetology License & Cosmetology Teacher License, Pennsylvania State Board of Cosmetology

Carla Vadala
Teaching Specialty: Nursing
MS in Nursing, Kent University; BS in Nursing, Penn State University; Diploma in Nursing, Sharon Regional School of Nursing

DISTANCE EDUCATION

Brooke Corley
Distance Education Admission Representative
Master's in Education (M.Ed.), BS in Psychology, Bethany College

Cathy Jackson
Teaching Specialty: Distance Education; General Education and Allied Health
BS in Safety Science, Indiana University of Pennsylvania; Pennsylvania Teacher's Certificate for General Science, Edinboro University

Jennifer Foxman
Director of eLearning
BA in Psychology, Allegheny College

Dr. Arian Moore
Director of Education for eLearning
Ph.D. in Organizational Leadership, MA in Journalism, Regent University; BA in Communications, Howard University

Malinda Parsons-Daniel
Teaching Specialty: Distance Education
BS in Medical Laboratory Science, University of Cincinnati; AAS in Medical Laboratory Technology, Central Virginia Community College

Sandra Powell
Career Services Administrator
Academic Diploma - Thayer High School

Tiffany Rosta
Teaching Specialty: Allied Health
ASB in Clinical Administration/Medical Assisting, Sawyer School

Christen Stroh
Teaching Specialty: Distance Education
MA in English & Communications, University of Pittsburgh; BA in Communications, Allegheny College

SUPPORT STAFF
John Burk
Facilities Manager
AD in Electrical Technology, New Castle School of Trades

Jillene Chupak
Administrative Assistant/Registrar
BA in Applied Media Arts, Edinboro University

Nichole Hallas
Admission Assistant/Administrative Assistant

Aaron Kimmell
Senior Admission Representative
License in Life, Fixed Annuity, Health & Accident Pennsylvania
Personal Lines Home and Auto, Pennsylvania

Megan Mishata
Financial Aid Administrator
Diploma in Clinical Medical Assistant, Laurel Technical Institute

Lisa Morris
Fiscal/Financial Aid Assistant
Academic Diploma, Hickory High School

Robert States
Admission Representative
BA in Legal Studies, Gannon University

Michele Tota
Learning Resource System Consultant/Coordinator
M.S Library and Information Sciences, McDaniel College; B.S.Ed. English, Clarion University of PA

Note: Laurel also employs adjunct faculty and seasonal employees skilled in specific areas whose institutional support is essential to creating an environment optimized for successful learning.

Admission

ADMISSION

Applicants to Laurel are considered without regard to age, race, color, creed, religion, gender, national origin, marital status, non- job related physical disability, or any other legally protected classification.

The following criteria must be met to complete enrollment for all Laurel programs:

- Admission Meet & Greet and Tour
- Application for admission
- Minimum score of 75 on the EduReady exam and online learning assessment
- Enrollment Agreement (Application must be 18 years of age to sign or document must be cosigned by a parent or guardian)
- Statement of Understanding specific to program of enrollment
- Student Disclosure Form
- Student Health Form
- Verification of high school or equivalency completion [1]
- Interview with Financial Aid and completion of the Free Application for Federal Student Aid (FAFSA) if student is applying for financial assistance
- Payment of $50.00 application fee [2]
- Background Check consent form
- Some Laurel programs have additional admission requirements

[1] Submit one of the following: a high school diploma or transcript indicating high school graduation date; official GED certificate or scores; a certificate of release or discharge from active military duty (DD Form 214) indicating a certificate of Record of Military Processing, U.S. DD Form 1966/1 indicating high school graduation or equivalent; an official college transcript that indicates the applicant has graduated from high school; or a degree from an accredited college or university or official transcript conferring degree earned. Home school diplomas must follow the requirements of the state of residency at the time the high school diploma is issued in order to be accepted as a valid diploma by Laurel.

[2] Payment of the Application Fee at time of enrollment may be waived for students re-entering Laurel within less than 364 days of having withdrawn, graduates from a Laurel program, and recipients of financial assistance from an agency that covers the fee for the student. Third party funding must be verified in order for the payment of the Application Fee to be waived. Students experiencing financial hardship may request to have the application fee added to their account ledger for potential coverage by financial aid.

The programs at Laurel are designed for obtaining employment and are not avocational in nature. Student enrolling in these programs should do so with the intent to complete the program and pursue a career in that field. Laurel will prepare students educationally for employment and will assist students in all obtaining employment through our Career Services department, but does not, in any way, guarantee employment.

The completed application for admission is carefully evaluated, and the decision concerning acceptance or rejection is made in the best interest of the prospective student and his or her ability to succeed at Laurel. If an individual fails to meet any of the above requirements prior to the start of the program, his/her enrollment will be cancelled.

All students who are accepted will be required to sign a Statement of Understanding form. This form lists fees related to their program (including fees for medical equipment, software, materials, uniforms, certifications, or tests); specific dress requirements for programs, clinical sites or internship sites; and any physical requirements necessary to complete the programs, including drug-screening requirements.

Non-Discrimination: All Laurel applicants will be considered without regard to age, race, color, creed, religion, gender, national origin, marital status, non-job related physical disability, or any other legally protected classification.

All buildings that house Laurel meet the current standards for the Americans with Disabilities Act (ADA). If an individual has any special needs as addressed by the ADA, he or she should contact Amy Braymer, Vice President of Education at 724-983-0700. Reasonable efforts will be made to accommodate those needs. See Statement of Non-Discrimination and Accommodation.

All buildings that house Laurel meet the current standards for the Americans with Disabilities Act (ADA). If an individual has any special needs as addressed by the ADA, he or she should contact Amy Braymer, Vice President of Education at 724-983-0700. Reasonable efforts will be made to accommodate those needs. See Students Seeking Reasonable Accommodations.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

In additional to all the prior Admission Requirements, the following additional program specific requirements apply:

Cardiovascular Technology: A potential student wanting to enroll in Cardiovascular Technology will be required to complete a two-step interview, and achieve a minimum score of 85 on the online assessment exam. Additionally, a potential CVT student is required to achieve a minimum score of 20 on the Wonderlic exam.

Respiratory Therapy*:* A potential student wanting to enroll in Respiratory Therapy will be required to complete job shadowing and a two-step interview, minimum one-page typed essay describing the Job Shadowing experience; and a minimum score of 85 on the online assessment exam. A potential RT student is also required to achieve a minimum score of 20 on the Wonderlic exam.

Master Teacher of Cosmetology*:* A potential student wanting to enroll in the Master Teacher of Cosmetology program must possess a current Cosmetologist license, esthetician license or nail technician license or be scheduled to take the exam prior to enrollment. License must be obtained within four months of first semester.

Practical Nursing**:** All qualified applicants will be interviewed by the VP of Nursing and Campus President after the priority deadline. Applicants will be notified about their status approximately 4 weeks or sooner following the completion of all requirements.

In addition to the general admission requirements, Practical Nursing students must also achieve a minimum score of 20 on the Wonderlic exam; or SAT scores of 450 or higher Math, 450 or higher Reading/Writing taken with the past five years; or ACT score of 19 or higher taken with the past five years; AND a Physical Exam, Immunizations and Vaccines as required by Clinical Sites; 15-Panel Urine Drug Screen; Act 33, 34, 73 Clearances. Complete Admission requirements are available in the Practical Nursing Handbook available through the Admission Department.

BACKGROUND CHECKS AND DRUG SCREENINGS

Laurel places the safety and welfare of its students, faculty, and staff as a highest priority. As a result, students applying to any program must successfully submit consent for a criminal background check to be eligible to begin classes. Results will be evaluated prior to the end of the add/drop period. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from remaining actively enrolled: he or she will be unregistered from all courses and the institution without incurring academic or financial penalty. A listing of the specific offenses that are considered can be obtained from the institution.

If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution's decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future class if the appeal is accepted. The student is responsible for the cost of the criminal background check.

Laurel may deny admission to an applicant because of the results of his/her background check, or may deny enrollment into certain programs because those results. Laurel may also dismiss an enrolled student because of a criminal conviction during the student's course of study. Applicants with any misdemeanors or felonies may be required to meet with the Campus President or other designated Campus Administrator for a personal interview prior to final acceptance. Administration will make professional judgment to accept or deny admission based on how the potential of future employment in the chosen field would be affected by any criminal records.

Certain programs require successful completion of an internship or clinical coursework at external sites. Before accepting students, some of these sites may require background checks of their own.

A student, who cannot be placed on a site for any reason, including a background check unsatisfactory to that site, may be unable to finish the program's coursework and, therefore, may be unable to graduate. Employers in many fields also require pre-employment background checks of their own. Background check results unsatisfactory to employers in a particular field may limit the student's employment opportunities even if that student has graduated from a program in that field offered by Laurel. Information regarding criminal background checks is included in the Student Disclosure Form.

Additionally, some agencies and employers may require candidates to submit to a drug-screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship, or employment following completion of the program. Employment and externship decisions are outside the control of the institution. Laurel cannot guarantee clinical rotation and/or externship placements for individuals with criminal, drug-related, or personal background histories that preclude them from working in a professional setting.

VALIDATING HIGH SCHOOL GRADUATION

All students will be required to provide proof of secondary school completion or equivalency in order to enter into any program at Laurel. Students will not be eligible to attend if the school does not have documentation as listed under the Admission section that properly validates high school completion or equivalency prior to the commencement of classes. Valid documentation includes a high school diploma, transcript or GED. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education.

A student who submits a diploma or official document from a foreign country must have his or her document translated by an appropriate official and verified that their document is at least equivalent to a US high school diploma. If the school determines that the diploma, GED, or high school transcript may not be valid, the student will not be permitted to attend classes.

FOREIGN TRANSCRIPTS

Students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials will not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Any academic documents submitted for admissions consideration will be retained as property of the school and not returned to the student.

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by U.S. Network for Education Information, USNEI, U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Documents submitted in a foreign language must be both translated and evaluated for U.S. High School equivalence. Laurel accepts the evaluations of foreign coursework from several services. Please contact the admission department for a complete list.

ENGLISH PROFICIENCY

Laurel does not provide English as a second language instruction. Students are required to speak English in classes that are taught in English. A student whose native language is not English and are enrolling in programs taught in English are required to provide proof of English proficiency by one of the following:

Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173 , Advanced Placement International English Language (APIEL) with a score of 173 or higher, International English Language Testing System (IELTS) with a level of 6 or higher, Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college coursework taught in English.

PROCEDURES FOR APPLICATION

1. Request an application from Laurel Technical Institute at 2370 Broadway Avenue, Hermitage, PA 16148; by phone at 724-983-4900; or by email at admission@laurel.edu.
2. Complete the application and return it to Laurel along with the required application fee of $50. The application fee is refunded to any applicant not accepted for study.
3. Evidence must be provided of high school graduation or of satisfactory performance on the GED test or equivalent.
4. A visit to the school is required for all prospective students. This allows the student to speak with a staff member and to see the school's facilities. Admission assessment is also scheduled at this time to confirm that the prospective student has the skills and abilities to complete study successfully at Laurel.
5. The decision regarding acceptance or rejection of the application will be made within two weeks and will be conveyed to the applicant in writing.
6. All courses are taught in English. Students must be able to speak, read, and write English fluently.
7. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

8. Those accepted for admission are required to complete a financial aid appointment prior to beginning classes if they are applying for financial assistance.
9. New students and students who have been readmitted are required to attend an orientation prior to the beginning of classes.

READMITTANCE POLICY & PROCEDURES

A student may apply for readmittance to the school after being withdrawn or dismissed. The readmittance policy is as follows:

1. The student must complete a new application for admittance with one of the admission representatives. The student must also write a letter to the Campus Director, providing an explanation of the changes that have occurred in his/her life that will enable him/her to succeed in a program. The student must enroll again under the current tuition and fee structure.
2. The student must obtain permission from the Campus President to re-enroll. The Campus President will determine what previously earned credits from Laurel will be accepted to the original or new program.
3. The student must meet with the Accounting Department to verify all financial obligations to the school have been met. If the student has not been a Laurel student for more than one year, a re-entry fee of $50 must be paid.
4. The student must contact the Financial Aid Office to reapply for financial aid or make satisfactory payment arrangements.

SINGLE-COURSE APPLICATIONS

Applicants for single courses who will not enter into a full program are only required to complete the following procedures:

1. Attend an initial personal interview to determine the probability of success.
2. Complete a brief Application and Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age). Admission assessment is also scheduled at this time to confirm that the prospective student has the skills and abilities to complete study successfully at Laurel.

Course acceptance will be contingent on space availability and the student satisfying the prerequisite requirements. Students not enrolling in a program are not eligible to receive Title IV funds. Some programs are cash only and not eligible for Title IV funds.

STUDENTS SEEKING REASONABLE ACCOMMODATIONS

Statement of Non-Discrimination and Accommodation

Laurel does not discriminate based on disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the school, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws. Reasonable accommodations for persons with disabilities will be made on an individual basis. However, it is the responsibility of that person to seek available assistance and to make his or her needs known when he or she enrolls.

Documentation to support the disability must be provided to the school at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a Request for Accommodations form, which can be found on the Consumer Information page of the school's website.

To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating based on disability. The applicable law and regulations may be examined in the office of the Vice President of Education listed below, who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

Amy Braymer
Laurel Technical
Institute 2370
Broadway Avenue
Hermitage, PA 16148
To request a copy by email: bramyera@laurel.edu

For program-specific job requirements, please refer to the BLS/OOH link listed in the catalog for your specific program.

ADVANCED PLACEMENT

Advanced placement may be considered for applicants who have completed specialized training or coursework at the high school, college, university, business, or technical institution level, or who have significant work experience in a particular field related to their program of study.

All requests for advanced placement must be submitted to the Campus President for evaluation and approval prior to the beginning of classes. Official transcripts and/or appropriate documentation of prior education, training, or work experience must be provided to support the request.

Students approved for advanced placement will receive appropriate credit for the applicable course(s) and will not be required to complete those courses at Laurel. Advanced placement credit will be recorded on the student's transcript as "AP." Advanced placement credit will not be included in the calculation of the student's grade point average (GPA); however, it will count toward the student's satisfactory academic progress.

Course Exemption by Examination

Applicants or currently enrolled students may request to challenge a course by taking an exemption examination. A nonrefundable fee of $50 will be charged for each exemption examination, regardless of whether the student passes or fails. A minimum score of 85 is required to receive advanced placement credit for the course. Approved exemption credit will be recorded on the student's transcript as "AP."

If an external certification examination is required to demonstrate competency for an exemption, the student will be responsible for the cost of the examination.

Students who have previously failed a course are not eligible to challenge that course through an exemption examination. Such students must repeat the course, regardless of the circumstances surrounding the original failure.

The combined total of advanced placement and transfer credits awarded may not exceed 49% of the total credits required for completion of the student's program.

COSMETOLOGY TRANSFER REQUIREMENTS

A person transferring from another cosmetology school to Laurel must meet all admission requirements. We reserve the right to deny or accept all, part, or none of the hours credited at another institution based on personal interviews, practical evaluations, and theory evaluations. The program director or a qualified instructor will evaluate the prospective transfer student. This evaluation will include the applicant's aptitude, comprehension, and ability. If accepted, the transfer student will then be placed into the level of learning deemed necessary to maintain satisfactory progress.

Credit will be given for hours earned from other institutions in accordance with the results of the evaluation. A maximum of up to 49% of the total clock hours earned from the original school may be accepted. Credit will be given for hours earned from other institutions in accordance with the results of both the theory and practical evaluation that will be submitted to Admission and Financial aid, with a completed Cosmetology program sheet indicating the courses and total number of hours Laurel will accept.

The transferring student must provide Laurel with the following:

1. An official transcript from the original school listing the hours and grades earned by the student in each clock hour course
2. Verification from the appropriate licensing authority that the other school is licensed in that state.

Students from Vocational schools that have tested early, passed the state board exam and are within 150 hours of successfully reaching 1250 hours, may pay to finish their hours with Laurel but will not receive a diploma or be considered a graduate of Laurel. Students that need to complete more than 150 hours in order to complete, will be evaluated as a transfer student and placed in the program level necessary for the student to maintain satisfactory progress and complete the program as a Laurel graduate.

HIGH SCHOOL DUAL ENROLLMENT

High school students can enroll for up to six credits per semester either through a concurrent enrollment agreement with Laurel, a cyber-school agreement, or through Laurel's High School Dual Enrollment program. For more information on this program, including charges and courses available, interested students should contact the admission department at 724-439-4900 or admission@laurel.edu.

TRANSFERS OF CREDITS

Students from other postsecondary institutions may apply for admission by following the steps in the section Procedures for Application. In addition, all students must complete a "Transfer Credit Evaluation" form and attach a transcript. All transfer students must have an official transcript sent to Laurel from the previous institution and must supply a catalog or course description for any course they wish to transfer to Laurel. Courses having a "B" grade or better will be considered for transfer credit. A placement test may also be required. All credits must be evaluated and deemed comparable in scope to Laurel's coursework.

The **combined total** number of credits advance placed **and** transferred may not exceed 49% of the number of credits in the student's program.

Transfer credits will be a part of the student's permanent record. Transfers will be indicated on the transcript with a "T" and will not be used in calculating the grade point average. Transfer credits will count toward academic progress.

Transfers of Laurel courses to other postsecondary institutions will be governed by the policies of the institutions to which Laurel students are transferring. The listing of credit hours is not meant to infer that credits will transfer into other college programs. A credit hour is a unit of measurement, not necessarily an indication that a credit or credits will transfer. The institution receiving the request for credit transfer decides whether to accept those credits. We are a nationally accredited institution and our credits are unlikely to transfer into core curriculum at regionally accredited institutions.

Internal Acceptance of Courses

All passed courses of students previously attending any of the Laurel Campuses are 100% transferable. Courses will be conveyed as a letter grade on the transcript. Prerequisite requirements apply.

This information is also available on the Consumer Information page on Laurel's website.

Tuition, Books & Fees

TUITION

The tuition is listed on the tuition supplement to this catalog and on the enrollment agreement. Each item lists the tuition and other costs for each program. Tuition for each semester is billed at the start of classes. Tuition, books, and other fees must be paid or payment arrangements must be made prior to the start of classes. If a payment plan has been authorized, no finance or interest charges are associated with the payment plan; however, a late fee of 1.5% of the outstanding balance may be applied if payment is not received by the due date. If a student's account become 90 days past due, the amount due may be turned over to a collection agency. The student may also be responsible for fees associated with the collection of any outstanding debts.

The tuition charge for part-time students is proportional to the tuition for the program. A course load of 6 to 8 credits is considered half time, 9 to 11 credits is considered three-quarter time, and 12 or more credits is considered full time. Credits in excess of 18 are considered an overload and must be approved by the Campus President. An additional per-credit charge may be assessed for course overloads and/or repeated courses.

Tuition changes will be made at the beginning of a semester and the student will be notified 60 days in advance.

Tuition for students enrolled in "cash only" programs, will not increase for continuous enrollment in the program. Any tuition changes for these programs become effective prior to the class start date.

EBOOKS/TEXTBOOKS

Students are billed for eBooks/textbooks based on their scheduled classes. During the drop-add period, students may choose to opt out of textbooks, or eBooks provided through RedShelf in their Canvas courses, and purchase on their own. Refunds will be issued once Accounting receives the opt-out notification after the drop-add period. All eBooks/textbooks purchased by the student must be the same edition and same ISBN as those on the Laurel list for the current semester. Not all courses have books.

COST ADJUSTMENTS

All tuition charges, book costs, and associated fees are clearly outlined in the tuition supplement of the catalog and the enrollment agreement. Tuition charges are reviewed annually, book costs are reviewed each semester, and if adjusted, become effective for all students currently enrolled or planning to enroll.

EXPLANATION OF FEES

In additional to required program tuition and book costs, the following fees are mandatory and will be added to the student's bill. Fees can be one-time only or billed each semester. Students should carefully review the Statement of Understanding for their program to understand the specific costs associated with the chosen program.

MANDATORY FEES

Application Fee - The incoming applicant is required a $50 one-time fee with their Application for Admission. The application fee of $50 is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the student is not accepted.

Student Support Services Fee – Students are charged a $325 fee each semester to support various student services that directly involve or benefit students, including, but not limited to, recreational activities such as field trips, outside speakers, library database access, student portal access and student advising.

Laboratory Fees/Clinical Fees - Laboratory fees apply specifically to programs that include a laboratory or clinic component. These fees are essential for ensuring that students have access to the necessary materials and supplies during their hands-on training. The Statement of Understanding for the program provides the cost of the laboratory/clinic fees and in which semester the fee is assessed.

Graduation Fee – Students are charged a one-time fee of $195 to cover the costs directly related to graduation (diplomas, venue rental, caps/gowns, etc.). This cost will also include the final audit and close out of the academic and financial records of the student.

Technology Fee – Students are changed a fee of $150 each semester to encompass a broad range of services and resources essential for maintaining an effective learning environment through technology.

Criminal Background Check – Students are charged a one-time fee of $45 to determine whether there are convictions in a student's history that would pose a risk to persons involved in the program and/or prohibit the individual from being licensed or employed or participating in a school internship or clinical experience.

Specific Program Fees – Students enrolling in specific programs need to be aware of various additional fees and requirements that may apply. These fees are listed on a Statement of Understanding for each program, signed by the students when they enroll. In addition, internship sites and clinical rotations−particularly those related to healthcare facilities and educational facilities−may have additional requirements such as liability insurance, immunizations, drug screening, physicals, and clearances that will be required before a student is permitted to intern. These requirements are specific to each organization and any cost associated with them is the responsibility of the student.

License Examination Fees – These fees are charged to a student taking a program that will require a professional license in order to work, and include all cosmetology-related, nursing-related and respiratory therapy programs. Students should check with their home state, county or municipality for any additional license requirements as not all programs will necessarily qualify for a specific licensure or certification other than those indicated above. Typically, licensure fees are charged in the student's final semester.

Certification Test Fees – Certifications are available for many courses at Laurel. Students will automatically be charged for their certification exams for the term they are enrolled in the pertinent course. If a certification test can only be taken after an entire program is completed, the student may be charged for that test in the last term. All certification exams must be taken within six months of graduation. There are no refunds for certification exam fees.

Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

OPTIONAL FEES

Students can choose to pay for additional certifications, student kit upgrades, school merchandise, school services such as lockers or transcripts, school organization memberships, or other activities if they choose.

Financial Assistance

FINANCIAL ASSISTANCE

Students of Laurel can use several sources of financial assistance in addition to their personal resources. The types and amounts of financial assistance available will depend on the individual's eligibility and qualifications. The following sources of Federal and State financial aid are available: Federal Pell Grants, Federal Supplemental Education Opportunity Grants (FSEOG), PHEAA State Grants, PA Tip Grant for Trades, Federal Work Study, and Federal Direct Loans.

Financial aid applicants are required to present a valid government-issued photo ID to verify their identity. This requirement is part of the process to prevent fraud and ensure that aid goes to eligible students.

As a matter of philosophy, Laurel believes that students should first make use of personal funds, scholarships, grant money, or governmental agency support prior to borrowing money through the Federal Direct Loan Program, or other sources.

Tuition is billed by the semester or payment period and is due prior to the start of classes. Students who need to make monthly payments may do so by contacting the Accounting Office and making payment arrangements prior to the start of classes.

Laurel's will provide students with information about how to complete their Free Application for Federal Student Aid (FAFSA). The prospective student should plan to complete his or her financial aid interview and application at least one month prior to the beginning of classes.

A number of governmental and quasi-governmental agencies have approved students for study at Laurel. Those agencies include, but are not limited to, the Office of Vocational Rehabilitation (OVR), Trade Assistance Act (TAA), the Department of Veterans Affairs (VA), Workforce Investment Act (WIA), and Department of Public Welfare (DPW).

Disclaimer: These agency approvals do not currently apply to South Carolina students.

Cash only programs are ineligible for financial aid.

REFUND POLICY FOR CREDIT HOUR PROGRAMS – GOVERNED BY PRIVATE LICENSED SCHOOLS

Laurel's refund policy adheres to both state and federal requirements.

The application fee of $50 is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the student is not accepted. A student canceling after the fifth calendar day following his or her enrollment date but prior to the beginning of classes will be refunded any money paid to the school except the application fee.

If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following refunds apply:

a. Students withdrawing or discontinuing during the first seven calendar days of the term will be refunded 75% of the tuition for the term.
b. Students withdrawing or discontinuing after the first seven calendar days but within the first 25% of the term will be refunded 55% of the tuition for the term.
c. Students withdrawing or discontinuing after 25% of the term but within 50% of the term will be refunded 30% of the tuition.
d. Students withdrawing or discontinuing after 50% of the term is complete are not entitled to refunds.

Refunds will be made within 30 days of the official withdrawal date or within 30 days of the date of determination of withdrawal if the student does not officially withdraw. Any post-withdrawal disbursement will be made within 30 days of the date of the determination that the student withdrew.

Book charges and equipment charges are non-refundable. Equipment provided for the term remains the property of the student once they are paid in full. For "cash only" programs, textbooks and supplies become the property of the student once the student receives them and their account is clear. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel. Institutional charges on items not received prior to withdrawal (textbooks, equipment, and fees), will be refunded. Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

REFUND POLICY FOR CLOCK HOUR PROGRAMS

Laurel's refund policy adheres to both state and federal requirements.

The application fee of $50 is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the student is not accepted. A student canceling after the fifth calendar day following his or her enrollment date but prior to the beginning of classes will be refunded any money paid to the school except the application fee.

a. If a student enrolls and withdraws or discontinues after his/her scheduled classes have begun but prior to the student's having attended any classes, he/she shall be entitled to a refund of all monies paid the school, less the application fee.
b. If a student enrolls and withdraws or discontinues after attendance in his/her scheduled classes has been recorded, the refund policy stated in the table following will be applied:

Percentage of Time to Total Time of Payment Period	Amount of Total Institutional Costs Owed
0.01 % to 4.9%	20% of Institutional Costs
5% to 9.9%	30% of Institutional Costs
10% to 14.9%	40% of Institutional Costs
15% to 24.9%	45% of Institutional Costs
25% to 49.9%	70% of Institutional Costs
50% and over	100% of Institutional Costs

Refunds will be made within 30 days of the official withdrawal date or within 30 days of the date of determination of withdrawal if the student does not officially withdraw. Any post-withdrawal disbursement will be made within 30 days of the date of the determination that the student withdrew. Book charges, equipment, and fees are non-refundable. Equipment provided for the term remain the property of the student once they are paid in full. For "cash only" programs, textbooks and supplies become the property of the student once the student receives them and their account is clear. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel.

Institutional charges on items not received prior to withdrawal (books, equipment and fees), will be refunded. Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

RETURN OF TITLE IV FUNDS POLICY

The 1998 amendments to the Higher Education Act made substantial changes to the way an institution treats a student who fails to complete a period of attendance for which he or she has been charged. The student earns federal aid in an amount directly proportional to the percentage of the payment period completed. When a student who is eligible for Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's last day of attendance.

Title IV funds include Unsubsidized and Subsidized Federal Direct Loans, Parent PLUS Loans, Federal Pell grants, and FSEOG grants.

The federal government mandates that students who withdraw from all classes may only keep the percentage of financial aid they have earned up to the last day of attendance. Title IV funds that were disbursed in excess of the earned amount must be returned by the school and/or the student owing aid funds to the school, the government, or both.

If the student's last day of attendance occurs after completing 60% of the term, the student is considered to have earned 100% of the federal grant and/or loan assistance for the term. If the student's last day of attendance occurred before 60% of the term was completed, the student and/or the school will be required to repay the amount of Title IV aid received in excess of what the student earned. The school will determine the amount of Title IV grant or loan assistance that the student has earned as of the student's last day of attendance.

If a refund is due by the school, it will be made to the appropriate Title IV fund within 45 days of the date of official withdrawal or within 45 days of the date of determination of withdrawal if the student does not officially withdraw. Any post-withdrawal disbursement will be made within 45 days of the date of the determination that the student withdrew.

The student will also be notified of any payment owed the government based on the Return of Title IV funds calculation.

The difference between what the school is able to retain according to refund policy and the amount that can be retained according to Return of Title IV Funds is the amount the student owes the school.

If there is a refund due to Title IV, it will be refunded in the following order:

a. Unsubsidized Federal Direct Loan
b. Subsidized Federal Direct Loan
c. Federal PLUS Loan
d. Federal Pell Grant
e. FSEOG
f. Any other Title IV program

SCHOLARSHIPS

The Laurel Presidential Scholarship is available to enrolling students covering 25% of the student's tuition. Two scholarships may be awarded each year. Laurel's scholarship committee awards these scholarships based on their evaluation of a completed biographical questionnaire, personal interview and entrance exam score. Applications and information that is more detailed are available from Laurel's Admission Department.

Student Support Services & Activities

Student support services enhance the overall educational experience by providing resources, advice, and extracurricular activities.

ACADEMIC ADVISING

Instructors provide academic advising for students. The Campus President, Program Director, and the Director of Distance Education are also available to assist students with academic matters.

If a student needs advising, he or she may discuss the issue with any employee with whom he or she feels comfortable talking with. If necessary, students will be given information about local social services agencies and other options and referred to them.

CALENDAR

Laurel operates on a twelve-month schedule with three fifteen-week semesters. For specific dates and the school calendar for the year, please refer to the calendar supplement to this catalog or to the website at https://www.laurel.edu/school-calendars .

CAREER SERVICES ASSISTANCE

The school administration, staff, faculty, students, and alumni of Laurel have substantial involvement and contacts in the business community. This network is used to help students and graduates find employment in the surrounding areas.

While it is not ethical or permissible for Laurel to guarantee employment to graduates, the vast majority of graduating students and graduates who are sincerely interested in finding employment are successful. The more time and effort the graduate applies to his or her job search, the better the results.

Laurel's commitment to student success in employment is heavily influenced by the quality of education offered through its program-related courses. This includes specialized courses designed to equip students with essential career skills.

Graduating students and graduates who request career services assistance are required to meet with a Career Services Representative for an interview prior to any career services assistance. Graduates seeking career services assistance need to contact the Career Services Department to complete the career services agreement, and career services application, update resumes and take skills testing or refresher courses if applicable, or use any other assistance that the school may legally and ethically provide. Violations of the career services agreement by students and graduates in their job search may result in suspension of career services assistance.

A Laurel graduate requesting career services assistance twelve months or more following graduation will be required to take skills verification testing in his or her program.

Skills verification testing must be passed with a grade of 76% or higher for career services assistance to be provided. If the graduate fails the skills verification test, he or she will be required to take refresher courses to improve his or her skill levels. Laurel does not charge tuition for refresher courses in keeping with the Refresher Courses policy. Upon completion of the refresher course or courses, graduates will be given a retest that must be passed with a grade of 76% or better to qualify for career services assistance.

The Director of Career Services or Campus President has the authority to waive the testing policy if the graduate provides verifiable proof that he or she has been employed performing program-related duties and skills in his or her field of study for the majority of time since graduation.

A graduate who has been found to be terminated "for cause" by an employer will not be provided career services assistance by the school. For example, theft, insubordination, fighting, misconduct, violation of work rules, or poor attendance would be considered termination "for cause." In this case, the graduate may request a review by the school administration concerning withholding future career services assistance. This administrative review will assess the facts and circumstances of the termination against the proposed sanction of career services assistance and issue a decision.

Laurel graduates who terminate their employment must provide their immediate supervisor with a minimum two weeks written notice prior to leaving (more notice is preferable). Failure to provide appropriate notification is not acceptable and may cause the school to stop providing career services assistance for the graduate.

LEARNING RESOURCE CENTER

The Library/Learning Resource Center (LRC) plays a crucial role in supporting the academic pursuits of students by providing extensive resources across various topics. Students are first introduced to the LRC during the Student Success course, ensuring they are familiar with the available resources and how to utilize them.

Resources include participation in AccessPA. The AccessPA database is a statewide library catalog that combines the holdings of more than 1,700 school, public, academic, and special libraries in Pennsylvania. Access PA features over 29 million holdings and more than four million unique records, and facilitates resource sharing among libraries, allowing students to borrow materials not held at their home library. Students can utilize its resources from anywhere.

Students also have access to Aquinas Online Library, which is integrated with Canvas. The Aquinas Online Library functions as a vital resource providing extensive access to a wide range of resources beyond traditional books. The library is tailored specifically for educational institutions, ensuring alignment with curricular requirements and departmental goals. Students will have access to eBooks, scholarly articles, and employment opportunities, helping students achieve academic and professional success. Aquinas also provides the school with reports to monitor student and faculty usage, facilitate contact with the librarian, and review material assessments. The prompt communication with the Aquinas librarian enhances the support system available to students, allowing them to seek assistance easily. Overall, Aquinas Online Library enhances the learning experience by providing essential resources and support tailored for student success.

PARKING

Free on-site parking is available to all students at both the main campus and branch campuses. Spaces for students with disabilities (temporary or permanent) are also provided and can be requested by providing documentation to support the disability claim at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential.

REFRESHER COURSES

Graduates of Laurel are entitled to take refresher courses in their program to update their skills so they may remain competitive in the job market. There is no tuition charge for these courses, which are open to graduates as space is available. Depending on the course, the student may need to purchase a textbook or other material for the class. Refresher courses are available to all alumni. Graduates should contact the Admission Department to schedule refresher courses.

DISTINGUISHED GRADUATE AWARD

Students are nominated by their instructors in the last semester of their program and must meet the following criteria:

- Be enrolled in a program with a length of a full academic year
- Have a QPA of at least a 3.0
- All grades are "C" or above
- Have an overall attendance percentage of at least 90

No more than one student may be nominated from each program.

STUDENT ORGANIZATIONS

Alpha Beta Kappa National Honor Society

Alpha Beta Kappa is the "premier national honor society" for America's private postsecondary schools, institutes, colleges and universities. Alpha Beta Kappa places chapters in institutions that have demonstrated high standards over a period of many years in the education and training of women and men in the numerous fields, trades and occupations essential to modern society. The purpose of the Society is to encourage and recognize superior student academic achievement, character, and leadership.

Lambda Beta Society is the national honor society for the profession of respiratory care. The purpose of this society is to promote, recognize, and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the Respiratory Care profession. The society supports professional growth and leadership development through activities and programs at the chapter, regional, and national levels.

Membership is available to Laurel respiratory therapy students who have completed half of their respiratory care courses. Nominated members must be in the upper twenty-five percent of the graduating class.

Membership benefits include recognition of individual achievement and scholarship, having their name entered into a permanent "Roll of Excellence," and graduation with honors by displaying the Lambda Beta insignia. Scholarships are also available to members only.

American Welding Society-Student Chapter

Students are the future of the welding industry. The American Welding Society recognizes this. That is why we invite students, wanting to expand their welding knowledge and take a more active role in their careers, to get more involved with welding. Active participation in an AWS Student Chapter provides the knowledge, experience and networking needed to begin a successful career. Participation in a Student Chapter can provide AWS Student Members valuable experience for career and personal development. There are over 100 AWS Student Chapters located at schools across the country. Through Student Chapter participation, you can learn and sharpen the skills needed for a successful career in the welding industry. Involvement in a Student Chapter will also provide you with networking opportunities. Meet other welding students and professionals at Chapter meetings, local AWS Section meetings, and the FABTECH International & AWS Welding Show. Volunteer as a Chapter Officer and gain valuable leadership skills that will help throughout your career.

American Heart Association Heart Club

In collaboration with the American Heart Association, this club for advanced students in the Cardiovascular Technology program will endeavor to promote community service and advocate for heart health through education and community outreach.

The club has established officers and meets monthly to discuss upcoming events and fundraisers.

OTHER STUDENT ACTIVITIES

In addition to student organization activities, our students and organizations participate in several on-campus and off-campus activities. Students actively engage in a variety of on-campus and off-campus activities that foster community spirit and involvement. These activities not only enhance their educational experience but also positively affect the local community. The Christmas party is an annual favorite, along with fundraisers, cookouts, and community service projects at local hospitals, care centers, the Salvation Army, and more.

TUTORING SERVICES

Laurel offers free tutoring to students who are having difficulty in one or more of their classes. Students should speak to their instructors regarding tutoring services. The instructor will either work with the student personally or assist him or her in setting up tutoring sessions with a peer tutor. Students should contact the Learning Resource Center Coordinator or the Campus President with any difficulties setting up tutoring or with the tutoring program in general.

STUDENT PORTAL

Laurel is always striving to provide the student with valuable information to help the student succeed in the educational journey. The Canvas Login Portal provides secure, self-service web-based access so the student is informed about daily progress in school. This service provides real-time, online access to grade averages, progress reports, homework, missing assignments, announcements, and attendance. This portal can be accessed from any location with an Internet connection. Students are given access during the first week of classes.

STUDENT SERVICES ADVISING

Students experiencing personal problems unrelated to their education will be referred to qualified counselors or agencies outside the school where they can receive assistance. In addition to all faculty and staff being able to help students, each campus has a designated Student Services Coordinator for assistance in resolving issues such as housing, transportation, and childcare issues. In addition, each campus has a student resource center with brochures, informational pamphlets, and directories of local student service agencies who provide assistance resolving substance abuse, domestic violence, behavioral counseling and many other relevant topics. Contact the designated Student Services Coordinator for more information.

VOTER REGISTRATION

Laurel encourages all students to register to vote. Voter Registration Forms are available at the school's financial aid office and can be obtained from the U.S. Election Assistance Commission (EAC) website http://www.eac.gov/.

The EAC is a comprehensive resource for information on the Federal elections process. 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.

Policies & Procedures

If you have questions regarding any policies, procedures, or internal processes, please consult the Campus President. The Campus President can assist you effectively and refer you to the proper department.

ACADEMIC INTEGRITY

Laurel holds its students to high standards of academic excellence and views academic integrity as the essential foundation of that excellence.

Laurel has identified acts that violate the Academic Integrity policy. These acts include, but are not limited to:

Unauthorized Assistance

Unauthorized assistance is defined as receiving or providing any help during the completion of academic work that is not permitted by the instructor or the specific guidelines of the course or institution.

This includes, but is not limited to:

- Copying work from another student or outside source, taking answers from another student during an exam or quiz, or having another student or non- student perform some or all work on assignments or in a course.
- Using unauthorized materials, such as utilizing a stolen exam, an instructor's textbook, or an online test bank.
- Facilitating another student's act of academic dishonesty and/or tampering with the academic work of another student.
- Using unauthorized artificial intelligence (AI) tools and websites to complete assignments/exams.
- Resubmitting work completed in another course (with the following exception: resubmitting work into a course that the student is retaking, provided that the original work submitted in the same previous course was not in violation of the Academic Integrity policy), or resubmitting work completed at another school without express permission from the instructor.

Plagiarism

Plagiarism is defined as copying words or ideas from one or more sources without proper and factual attribution.

When paraphrasing, students must use appropriate in-text citations and/or references and are not permitted to borrow too closely, too much, and/or too often from an external source without giving credit to the original author. This includes the use of AI tools to generate content. Student submissions need to reflect the work of the student; therefore, students are not permitted to copy the words or ideas from one or more sources if that information comprises the majority of their work, whether credit is given to those sources or not.

Use of Artificial Intelligence (Ai) Tools

Laurel Institutes recognizes that AI can serve as a helpful tool in the classroom to support learning, generate ideas, teach applicable workplace skills, and assist in better understanding concepts. However, AI cannot be used as a substitute for a student's original work and should not be used to replace original thought or authentic engagement with the material being studied.

Therefore, consistent with the policies stated above, the following guidelines apply to the use of AI tools. Any violation of this policy, as with the policies stated above, is subject to sanctions as outlined in the Academic Integrity policy.

Students are prohibited from using AI to produce content for any assignments, projects, or assessments. This policy is crucial to maintaining the integrity and quality of educational standards.

Students are prohibited from using AI to record any meeting, lecture, or any other communication, in either audio or written format, without express permission from the instructor and participants.

Students are prohibited from using AI tools to assist with any multiple-choice exams, quizzes, or assessments. This includes using AI to select or verify answers for multiple-choice questions.

When AI is permitted and used, students are required to disclose its use and properly cite any AI-generated content with in-text citations and a reference list.

Students are responsible for ensuring that any information generated from AI tools for use in assignments is accurate, and has been checked through a valid source.

AI must be used in accordance with applicable laws, rules, and regulations, including, but not limited to, protecting personally identifiable information of others and refraining from sharing copyrighted material.

Instructors are available to discuss the appropriate use of AI in their courses. Whenever there is a question as to whether or not an AI tool is approved, it is expected that students will discuss it with their instructor before using the tool.

Enforcement

Faculty are available to discuss the appropriate use of AI in each of their courses. If in doubt, discuss this issue prior to utilization.

Academic administration reserves the right to monitor the use of AI and to ensure compliance with this policy and applicable laws.

Failure to comply with this policy will be subject to disciplinary action as outlined in Laurel's Honor Code and may result in disciplinary action, up to and including termination of the student's enrollment at the Institution.

Laurel reserves the right to review any assignment or exam submitted by students during their entire academic career at Laurel for evaluating compliance with this policy.

ATTENDANCE

Laurel emphasizes the importance of class attendance as a critical factor in student success. The attendance policy is designed to ensure that students acquire the necessary skills and knowledge for their future careers. In each class, student participation and/or class attendance has a minimum weight of at least 10% of the students' final grades. Furthermore, to maintain good academic standing, an overall attendance percentage of at least 80% is required. If a student has missed 14 consecutive calendar days, the student's enrollment will be terminated.

Student attendance is monitored at the end of each progress report period as well as at the end of each term. If a student's overall attendance rate falls below 80% at the time of the progress reports, the student will meet with the lead instructor, the program director, or the Campus President to discuss methods of improving their attendance and the consequences of continued poor attendance. Any student whose attendance rate falls below 80% at the end of a term will be placed on attendance probation for the following term. Students whose attendance falls below 80% in two consecutive terms will be dismissed for failing to meet the conditions of their probation.

Laurel does not distinguish between excused and unexcused absences, with the following exceptions.

- Students who are attending a school-sanctioned activity (i.e. field trip, job interview) will not be marked absent, provided the times are comparable.
- Students who are absent with jury duty, documented court orders, or military orders will be marked absent, but the absences will be waived when calculating attendance percentages. All other absences will be counted in the attendance grade.

Students may appeal the attendance probation decision to the administration based on extenuating circumstances.
Students who wish to return to school after being terminated for poor attendance must sit out a minimum of one term, and then follow the school's re-entry procedures in applying to be readmitted.

Clock hour attendance:

Students are required to be present for all scheduled classes. Just as an individual would be required to call off from work, the student is required to call the school prior to class and report the reason he or she is unable to attend so instructors can be notified.

If a student has missed 14 consecutive calendar days, the student's enrollment will be terminated.

Distribution of Financial Aid is based on the hours earned. Satisfactory Academic Progress is based on the ratio of attended hours divided by scheduled hours. (See also s Progress)

Tardiness:

Students are expected to attend all classes, arriving on time and remaining in class until the end of the period. Classroom attendance is essential to the educational objectives of the course. Therefore, Roll Call in CANVAS will be taken daily for each class. Students arriving late or leaving early will be recorded as tardy in the system. Student attendance/engagement will be reflected as a grade with a minimum weight of at least 10% of the final grade.

BULLYING POLICY

Laurel Institutes are committed to providing a safe and harassment-free education and work environment for all students and employees. Laurel Institutes expects all employees and students to treat others with dignity and respect. As part of that commitment, we have developed the following policy to identify intentional or unintentional actions that could be characterized as bullying and lead to disciplinary action up to and including termination of enrollment and/or employment.

Bullying includes, but not limited to any of the following:

- Repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others with the intention to humiliate or demean.
- Verbally slandering, ridiculing, or maligning a person or his/her family or friends; persistent name calling which is hurtful, embarrassing, insulting, or humiliating; using a person as the butt of jokes; saying things that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; using nicknames after being notified that the nickname is considered by the victim to be offensive; constant public criticism on matters that cannot be documented. Persistent singling out of one person or group of persons in a negative manner.
- Physical - pushing, shoving, kicking, poking, tripping, assaulting, and threating physical assault or damage to a person's work area or property.
- Non-Verbal - threatening gestures such as, but not limited to approaching another person aggressively which could reasonably be interpreted as threatening, or making gestures that would reasonably be interpreted as amorous or sexual in nature.

Cyberbullying:

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, Twitter, and TikTok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards,
- Email or mail
- Online gaming communities
- Engaging in verbal bullying via phone, or voicemail; or other communication; and spreading malicious rumors or gossip about another person

Violation of the bullying policy will result in disciplinary action up to and including termination from enrollment and/or employment.

CONDUCT

Students attended Laurel are expected to uphold a standard of conduct that reflects the professionalism expected in the workplace. The administration is committed to maintaining a respectful and conducive learning environment. The administration reserves the right to terminate any student whose behavior, dress, or conduct does not meet acceptable standards. A conduct violation can result in any of the following actions: verbal warning, written warning, suspension, or termination.

The President and/or Campus President will decide which course of action to take based on the severity of the violation, whether or not the infraction is a repeat offense, and other factors related to the situation.

ANTI-HAZING POLICY

Laurel is committed to providing a safe, respectful, and inclusive environment for all students and employees. Hazing in any form is strictly prohibited.

Hazing includes any action, activity, or situation—whether physical, mental, emotional, or psychological—that subjects individuals to abuse, harassment, humiliation, or risk of harm as part of initiation or membership in a group, regardless of consent.

No student, employee, or affiliate of Laurel may participate in or condone hazing activities.

Hazing is strictly prohibited during any official or unofficial Laurel activity, whether on or off Laurel property.

Any individual found responsible for hazing will be subject to disciplinary action, which may include suspension, expulsion, termination, or legal referral.

All are encouraged to report hazing concerns confidentially to Campus Presidents/Directors. Reports will be taken seriously and investigated promptly.

CONSUMER INFORMATION DISCLOSURE

Consumer Information can be found on the Consumer Information page of Laurel's website. and includes the following information:

- Annual Security Reports (ASR)
- Graduation and Employment Rates
- Drug & Alcohol Abuse Awareness and Prevention Information (ASR)
- General Information Concerning the School, Including Policies & Procedures- School Catalog
- Financial Aid Information – School Catalog and Financial Procedures Handout
- Student Right to Know Act
- PA Fair Educational Opportunities Act
- Professional Licensure Information
- HEERF Reports (CARE ACT)

At any time, you may request a paper copy of the information on the consumer information page. To do so, please request one via email at compliance@laurel.edu

CLERY ACT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act, Laurel updates information for on-campus and off-campus crime statistics for the past three calendar years prior to October 1 of each year. Each student receives a copy of the complete updated Annual Security Report (ASR) including crime statistics by email, the student may request a paper copy, or the report can be downloaded from the Consumer Information page on the school's website.

The Violence Against Women Act (VAWA) requires that a student or employee who reports to an institution of higher education that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurred on or off- campus, shall be provided with a written explanation of his or her rights and options. These rights and options include but are not limited to changing academic, living, transportation, and working situations, counseling options, health, mental health, victim advocacy, legal assistance, or other services available for victims both on-campus and in the community. If requested by the victim and if reasonably available, the same options should be available to the victim regardless of whether he or she chooses to report the crime on a formal incident report or to local law enforcement.

COURSE SUBSTITUTION

The school reserves the right to substitute a course of equivalent weight and value for a prescribed course when in the opinion of the administration it will aid the student in achieving vocational objectives.

CRIME AWARENESS & CAMPUS SECURITY ACT REPORT

Title II of Public Law 101-542

Crime Awareness and Campus Security Act of 1990 and Amendments of 1998

The Campus Security Act of 1990 requires that as of September 1, 1992, all institutions prepare, publish, and distribute to all current students and employees, and to any applicant for enrollment or employment upon request, the information described below.

- Any student or employee should report any criminal actions or other emergencies to the Campus President at the school during the day. These individuals are prepared to notify the appropriate authorities that handle these situations.
- Any student who wishes to be accompanied to the school's parking facilities should notify the Campus President.
- Laurel will refer any criminal activities to the local police department. Laurel encourages its students and employees to report any suspicions of criminal activity to the Campus President promptly. The local police department handles school criminal matters once notified by the school.
- Laurel does not employ a campus security staff due to the infrequency of security-related incidents. We encourage students and employees to be responsible for their own security and the security of others. Any security-related incident should be reported to the Campus President who will handle the incident appropriately.
- Federal regulations require that Laurel provide statistical information about the number of occurrences crimes on campus for the last year.
- Laurel does not provide any off-campus housing, nor do we have off-campus student organizations. Therefore, there are no statistics of criminal activity at off-campus locations to report.
- Federal Regulations require that Laurel provide statistical information for the last three school years for the number of arrests on campus for liquor law violations, drug abuse violations, and weapon possessions.
- The use of alcoholic beverages or the use or sale of illegal drugs is strictly prohibited at Laurel. Please refer to Laurel's Drug-Free Awareness Program information, which complies with Drug-free Schools and Communities Act, and is provided through the Annual Security Report provided to all students and to all employees at point of enrollment or hire and yearly by October 1 thereafter.
- Weapons of any kind are not permitted on school property at any time. Any violation of the policy will result in disciplinary action including dismissal.

The Annual Security Report (ASR) can also be downloaded from the school's website at http://www.laurel.edu/consumer-information. A paper copy can also be requested from Human Resources.

DISCLOSURE OF STUDENT INFORMATION

Laurel maintains academic and financial aid records for students. The academic records are the responsibility of the Registrar and are housed separately from financial aid records, which are maintained in the Financial Aid Office. Students wishing to review their records may request to do so by contacting the Campus President, completing and following the procedures outlined on the file review request form. Any student wishing to have information released to parents or reviewed by parents must sign a release form that can be obtained from the Financial Aid Office.

DRESS CODE

Laurel observes a casual yet tasteful dress code to allow our students to be comfortable at school. Students should be presentable at all times. Students in programs requiring a uniform must abide by the dress code in their program. When interning, students must follow the internship site's dress code.

The following items are unacceptable according to Laurel's dress code policy and are not to be worn.

- Any item that is excessively tight, short, or revealing
- Leggings & Spandex
- Mini Skirts
- Inappropriate or offensive imprinted t-shirts
- Tank tops
- Crop tops
- Hats or headwear (not permitted inside the school at any time)

We strongly recommend that students refrain from tattoos and body piercing (except for the ear lobe) in all visible areas. Employers and internship sites have commented that such items are unprofessional and not acceptable according to their policies. As Laurel strives to impart professionalism to our students, we ask that students be mindful of the expectations of employers and internship and clinical sites. As an intern, students must abide by the dress code policy of each site as an employee would. Failure to do so can affect the internship grade.

Students ignoring the dress code will be advised by the Campus President and will be subject to disciplinary action up to and including suspension or termination of enrollment.

EARLY RELEASE

A credit-hour student requesting an early release from classes in his or her final term to accept employment must meet the following conditions:

- The eighth week of the term must have been completed.
- The student must have at least a "C" average in all classes and a cumulative grade point average of at least 2.0.
- The position must be study-related and a permanent full-time position. The student must meet with the Career Services Assistant to determine if the position meets these requirements, and he or she must sign the Pre-Graduation Release Agreement.
- The student must meet with each instructor to determine what requirements he or she would need to meet in order to complete and pass the course. Each instructor will put the course requirements and due dates on the appropriate form to be handed in with the completed exam.
- The student must have a financial aid exit interview and have the Financial Aid Administrator sign the Pre-Graduation Release Agreement.
- The student must meet with the accounting department and have the Fiscal Assistant sign the Pre-Graduation Release Agreement.
- The student must turn in the Pre-Graduation Release Agreement and all Pre-Graduation Release Addenda to the Campus President for final approval.
- The student will not be officially released from classes until all of the above items have been completed. Any class absences prior to this will be unexcused.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

All applicants for admission or employment will be considered without regard to race, color, national origin, age, gender religion, disabilities, or genetic information. Laurel does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students and employees are not subject to a hostile environment in Laurel programs or activities.

The buildings housing Laurel meet the current standards for the Americans with Disabilities Act (ADA). If a prospective student has any special needs as addressed by the ADA, he or she should contact Laurel at 724-439-4900 (PA), (304) 381-2633 (WV), or 803-802-0700 (SC) and ask to speak to the Admission Department. Reasonable efforts will be made to accommodate his or her needs.

FOOD & DRINK

Laurel has designated areas for eating. Vending machines, microwaves, and refrigerators are located on the premises. Food and drinks are not permitted in the library or the computer rooms. Additionally, no food or drinks are permitted in the classrooms unless specific permission is given by the instructor.

LEAVES OF ABSENCE

A student may request a leave of absence (LOA) for personal or medical reasons at the end of a term for the next term provided the student's financial account is in good standing. The request must be made in writing to the Campus President 30 days prior to the leave of absence. All leaves of absence will be approved or disapproved by the Campus President. The Campus President may waive the end of term requirement and/or the 30-day written notice requirement in emergencies.

The number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence, cannot exceed 180 days in any 12-month period. Since the student is intending to return the following term, he or she will not be considered to have withdrawn from the Laurel.

For return following an approved medical leave of absence, the student must present a statement from his/her treating physician permitting return to school.

The school reserves the right to have the student examined by a physician of its choice.

For financial purposes, if a student does not return as scheduled from the LOA the student will be considered to have withdrawn, and withdrawal procedures will be followed.

If the LOA is granted, it is understood that the projected graduation date will be extended based on the schedule of available courses to complete the program. Students will be notified at the time the LOA is requested.

LOAN DEFAULT

Prompt repayment of all student loans is an essential part of the loan process. Students having difficulty meeting their repayment obligations should contact their lender or the Financial Aid Office to discuss other options such as modifying payment arrangements or obtaining deferments or forbearance.

Students in default will be ineligible to receive any federal Title IV funding until the Department of Education has removed the Default Status.

PERSONAL PROPERTY

Laurel does not assume responsibility for any loss or damage to a student's personal belongings or vehicles while on school grounds or during school-related activities. Students should take care of their own possessions and vehicles, as the school will not provide compensation or assistance in cases of theft, loss, or damage.

SCHOOL EQUIPMENT & FACILITIES

The use of all school equipment, facilities, and information is restricted to school-related business. This restriction includes the use of telephones, facsimile machines, copy machines, postage machines, computer hardware, computer software, networks, supplies, email, Internet, course syllabi, course outlines, books, reference materials, audio and video tapes, plans, reports, and the time for producing or using any of these items.

Laurel also provides students with access to electronic media and services, including computers, email, telephones, and the Internet. These resources are provided exclusively to support educational programs and are not to be used for any other purpose. Laurel operates in compliance with the Federal Electronic Privacy Act; however, students should have no expectation of privacy in files, disks, documents, email, and any other electronic communication that has been created in, entered in, stored in, downloaded from, or used on the Laurel computer system.

Pursuant to this end, the specific Computer and Internet Usage Agreement has been established and is signed by all new students during the financial aid interview. Students should further understand that Laurel provides the right to the Network Administrator to block any web site or activity deemed objectionable and/or dangerous and to monitor any computer activity and inspect any computer at any time. Monitoring is based on legitimate need and limited in scope to achieve those purposes.

TERMINATION

Laurel maintains the right to terminate a student's enrollment in all courses in a term for a variety of reasons including, but not limited to: academic suspension, suspension for violation of the Academic Integrity Policy and Honor Code, Attendance Policy, Dress Code Policy, Sexual Harassment Policy, Weapons Policy, etc. Students who have been suspended for academic or disciplinary reasons must apply for readmission as described in the Readmission Policy & Procedures.

SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Pennsylvania's General Assembly has determined public safety will be enhanced by making information about registered sexual offenders available to the public through the internet. Knowledge whether a person is a registered sexual offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sexual offenders. Public access to information about registered sexual offenders is intended solely as a means of public protection, any other use prohibited.

Pursuant 42 Pa.C.S. § 9799.28, the State Police has established this website to provide timely information to the public on registered sexual offenders who reside, or are transient, attend school, or are employed/carry on a vocation, within this Commonwealth.

Pennsylvania's Megan's Law, 42 Pa.C.S. § 9799.32(1), requires the State Police to create and maintain a registry of persons who reside, or is transient, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or have been adjudicated delinquent of certain sexual offenses in Pennsylvania or another jurisdiction.
The sex offender registry maintained by the Pennsylvania State Police may be obtained at https://www.pameganslaw.state.pa.us/.
The sex offender registry maintained by the West Virginia State Police may be obtained at www.wvsp.gov/. West Virginia State Code §15-12 entitled the Sex Offender Registration Act authorizes the electronic release of information regarding certain sex offenders required to register under West Virginia Law.

While all attempts are made to provide complete and accurate information, the West Virginia State Police does not guarantee the accuracy of the information made available to the public via the West Virginia Sex Offender Registry Website. The information released through this site is as complete as has been currently verified and processed by registry personnel. It should be noted and understood that the information released via this site may be in the process of being verified and/or changed OR the listed offender may have changed information without notifying the West Virginia State Police. The West Virginia State Police do not assess the specific risk for re-offense with regard to any offender released via this website.

This information is provided in the interest of public safety and should be used only in order to take appropriate precautions. The information accessed through the use of this website may not be used to threaten, intimidate or harass registered sex offenders and violations of law will be investigated by the West Virginia State Police.

SEXUAL HARASSMENT, HARASSMENT, DISCRIMINATION & RETALIATION POLICY

Laurel's policy strictly prohibits sexual harassment, discrimination, and harassment among students, employees, and non-employees, emphasizing that such conduct is unacceptable and will not be tolerated. This policy aims to maintain a respectful and safe environment for everyone involved. Laurel is committed to our policy that all students have a right to be educated in an environment that is free from any form of sexual harassment, discrimination, or harassment that may be created by a student, employee or non-employee.

All students are also responsible to help maintain an educational environment that is free from all forms of sexual harassment, discrimination, and harassment. This is in keeping with the efforts to establish an environment in which the dignity and respect of all members of the institutional community are observed.

The sexual harassment and harassment policy applies to not only the school property during normal school hours, but also to school travel and all school-related social functions, even if such activities are held off-site.

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education.
B. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
C. Such conduct has the purpose or effect of unreasonably interfering with an individual's education performance; or creating an intimidating, hostile or offensive education environment.

D. Such conduct will threaten or suggest that a student's refusal to submit to sexual harassment will adversely affect that student's educational status, financial aid, grades, schedule, attendance, any preferential treatment or any other terms or conditions affecting a student's education.

The two main forms of sexual harassment are:

Quid pro quo (this for that or something for something) – demands or requests for sexual favors in exchange for a condition of a student's education or education decisions affecting the student. This type of violation involving an employee with a student has a zero tolerance and is a termination of employment offense.

Hostile environment occurs when sexual or other discriminatory conduct is so severe and pervasive that it interferes with an individual's performance; creates an intimidating, threatening, offensive, or humiliating environment. This type of violation involving an employee or student is subject to disciplinary action up to and including termination.

Sexual Harassment may involve the behavior of a person of either sex against a person of the same or the opposite sex, when that behavior is unwelcome, unwanted or offensive and may affect an individual's education conditions and/or performance.

Some examples of conduct that may constitute sexual harassment include: (a) making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature relating to a condition of employment or education (b) any act which has the effect of creating a harassing, intimidating or a hostile environment (c) creating an intimidating, hostile or offensive environment whereas such conduct may include the following:

Verbal

- Telling sexually oriented or suggestive stories or jokes.
- Sexual innuendo or sexually suggestive comments, kidding or teasing.
- Subtle pressure or requests for sexual activities.
- Referring to or calling an individual by an endearing, demeaning or sexual term such as sweetie, sweetheart, doll, honey, dear, cutie, love, babe or other sexual nicknames.
- Making sexual comments and innuendos about a person's body or appearance.
- Sexually degrading words used to describe an individual.
- Probing into a person's sexual experiences or preferences.
- Insisting on dates when a person is not interested and/or has declined previous offers.
- Making suggestive sounds, calls or whistling at a person.
- Using foul, obscene, abusive or vulgar language.
- Sexually explicit, suggestive or offensive comments.
- Verbal abuse of a sexual nature.

Nonverbal

- Leering or ogling suggestively at a person.
- Intentionally following or stalking a person.
- Reading, displaying, sending or showing sexually suggestive or revealing words, sexually suggestive objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals.
- Making suggestive gestures or body movements.
- Sending unwanted notes, emails, faxes or other written material.
- Giving sexually oriented or unwanted personal gifts.
- Visiting sexual or porn related internet sites.

Physical

- Unnecessary touching or unwelcome physical contacts of an individual including pinching, patting, hugging, kissing, caressing or brushing against another.
- Massaging a person's neck, shoulders or other parts of their body.
- Leaning over, standing too close to, or brushing up against a person; invading their space.
- Blocking, impairing or otherwise interfering with an individual's normal movement.
- Physical or sexual assault

Any student experiencing harassment should tell the harasser that the behavior is unwelcome or unwanted in an attempt to stop the action; however, the student being harassed may also report the behavior to the chain of command simultaneously, or it is not required to tell the offender to stop, but report it directly. If the illegal behavior continues, it is now defined as persistent behavior, developing into a more serious sexual harassment violation involving more severe disciplinary action. All sexual harassment violations must be reported immediately to Bonnie Marsh, Vice President of Institutional Effectiveness; to Sherri Rimel, WV Campus President; to Leslea L. Eckhardt, Director of Human Resources; or to Nancy Decker, President/CEO or any other member of management.

Definition of Harassment and Discrimination

It is Laurel's policy that all relationships emphasize the importance of maintaining a respectful and non-hostile environment for all students. Harassment and discrimination in the terms and conditions of education against students on all relevant protected classes based on gender, race, color, national origin, religion, and disability is prohibited and will not be tolerated.

Examples of inappropriate behavior of harassment include but not limited to:

- Derogatory remarks, demeaning nicknames, slurs or comments about a person's membership in the above protected class
- Derogatory or demeaning kidding or teasing
- Visual messages such as posting cartoons that are demeaning or degrading words to describe an individual
- Jokes or stories that make fun of a stereotype or protected class
- Using foul, obscene, abusive, or vulgar language
- Reading, displaying, sending or showing demeaning or derogatory words, objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals
- Verbal or nonverbal mimicking or imitating innuendoes that have a negative connotation
- Verbal, physical, or written harassment such as derogatory treatment based on gender, degrading words to describe an individual, or any negative action that refers to a certain ethnic group, race, gender, nationality, age, disability, religion or belief is in violation of this policy and is forbidden.

Violations of harassment, sexual harassment, or discrimination will result in disciplinary action up to and including termination of employment orenrollment.

Employee-Student Relationships

An employee is not permitted to engage in unacceptable conduct with a Laurel student such as an amorous, dating or fraternizing relationship, sexual flirtation, sexual advance or any type of sexual relationship especially if that employee instructs, evaluates, supervises, advises, has authority over or has some influence relating to that student.

Sexual advances, sexual flirtations or requests for sexual favors from an employee toward students are unacceptable behaviors that will result in severe disciplinary action. Sexual oriented or unwelcome personal gifts involving an employee and a student is unacceptable conduct. An employee found to have committed such unacceptable conduct is in violation of this policy and will be subject to disciplinary action up to and including termination of employment.

Any student experiencing harassment should tell the harasser that the behavior is unwelcome or unwanted in an attempt to stop the action; however, the student being harassed may also report the behavior to the chain of command simultaneously, or it is not required to tell the offender to stop, but report it directly. If the illegal behavior continues, it is now defined as persistent behavior, developing into a more serious sexual harassment violation involving more severe disciplinary action. All sexual harassment violations must be reported immediately to Bonnie Marsh, Vice President of Institutional Effectiveness; or to Sherri Rimel, WV Campus President; or to Leslea L. Eckhardt, Director of Human Resources; or to Nancy Decker, President/CEO or any other member of management.

Confidentiality

The confidentiality of complaints will be assured to theextent consistent with a thorough investigation and business need-to-know. The fact-finding team consists of Bonnie Marsh, Vice President of Institutional Effectiveness, Leslea L. Eckhardt, Director of Human Resources; and Nancy Decker, President/CEO who will investigate all complaints in a timely and impartial manner including interviewing all parties involved and any witnesses with first-hand information.

The-fact finding team will issue a finding of facts that will be communicated to the complainant and accused. All parties involved in the complaint are required to keep all matters related to the complaint confidential and details of the complaint are not to be discussed with anyone except the fact-finding team.

Retaliation against individuals who file a sexual harassment, harassment, or discrimination complaint or who are part of the fact-finding investigation process is strictly forbidden. Individuals that have been found in violation of retaliation will be subject to disciplinary action up to and including termination.

SMOKING PRODUCTS POLICY

The use of all smoking products and smoke producing products of any type shall be prohibited on all school owned and operated campus grounds both indoors and outdoors except in designated smoking areas. Designated smoking areas are defined as where smoking receptacles are located. This smoking ban does not apply to public rights-of-way (sidewalks, streets) and on the perimeter of the campus. Tobacco use is not permitted inside any school facilities.

Smoking products and smoke producing products include, but are not limited to, cigarettes, e-cigarettes, cigars, pipes, vapes/vaporizers, etc. School owned and operated campus grounds include, but are not limited to, all campus buildings, campus walkways, campus parking lots, and School owned or leased vehicles.

This policy applies to all employees, students, contractors and visitors, when on the school campus.

STUDENT HEALTH

Students accepted into Laurel are required to complete a personal health and medical record. This record provides the school with a brief medical summary. The health and medical record also becomes part of the student's permanent file.

In addition, students enrolling in allied health programs may have specific health requirements that are detailed on the Statement of Understanding signed during the admission process.

Student healthcare services are not directly available on the site. If a student becomes ill or has an accident, the student should notify faculty or staff immediately. If necessary, the family will be contacted and/or the student will be transported to the local emergency room either by the institution or by an ambulance service.

SOLICITATION

Laurel will support the fund-raising efforts of school-approved organizations. Solicitations within the building or on the premises by any outside person or by students, faculty, and staff are prohibited. Any requests for solicitations of and between Laurel students and/or employees must be submitted in writing and approved in advance by the Campus President.

STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. The following provides a general outline of these provisions.

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request foraccess.
   a. Students should submit written requests to the Campus President that identify the record(s) theywish to inspect. A school official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official would tell the student the correct official to whom the request should be addressed.
2. The right to request an amendment ofthe student's educational records that the student believes is inaccurate ormisleading.
   a. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school official responsible for the records, clearly identify the part of the record they want to have changed, and specify why it is inaccurate or misleading.
   b. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent to school officials with legitimate educational interests is permitted. A school official

is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor or collection agent); or a student assisting another school official in performing his or her tasks.

a. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
b. Other exceptions that permit disclosure without consent are:
   i. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; and state and local educational authorities.
   ii. To parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1986.
   iii. To a parent or a legal guardian in connection with a health or safety emergency.
   iv. To a parent or a legal guardian of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.
   v. If a parent or eligible student initiates legal action against the school, the school may disclose to the court without a court order or subpoena the student's educational records that are necessary for the school to defend itself.
   vi. The disclosure is in connection with a disciplinary proceeding conducted by the school against a student who is an alleged perpetrator of a crime of violence.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Laurel to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the following:

Family Policy Compliance Office US Department of Education
400 Maryland Ave, SW Washington, DC 20202-4605

The school may release public directory information concerning students at any time unless the school has received prior written objection from the student specifying information that the student requests not be released. Such information includes, but is not limited to, the student's name, address, email address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full time or part time), participation in officially recognized activities, photographs, degrees, honors and awards received, and the most recent educational agency or institution attended.

The Privacy Policy is available online at https://www.laurel.edu/privacy-policy

STUDENT RIGHT TO KNOW ACT

This Act requires schools receiving federal financial aid to disclose graduate or completion rates for the student body. This information allows students and parents to make informed choices in selecting an institution of higher education. Completion rate information is available on our website on the Consumer Information page.

SELECTIVE SERVICE

Men between the ages of 18 to 25 are required to register with the Selective Service System. Students who fail to register will be ineligible to receive Title IV Funds, which include federal financial aid programs such as Pell Grants, federal loans, and work-study opportunities.

TRANSCRIPT REQUESTS

A request for an official transcript must be made in writing to Laurel. A $20 fee must accompany each written request. If a check is used to pay the fee, the check must clear before the transcript is released.

VETERANS REGULATIONS

Credit for Previous Education & Training

Appropriate credit is given for comparable previous education and training, and the training period will be shortened accordingly.

Leave of Absence

The Veteran's Administration does not recognize a Leave of Absence. If a student is granted a Leave of Absence from the school, the Certifying Official must report to the VA that the student is Withdrawn from the school based on Last Day of Attendance.

Make-up Work

Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowance.

Tardiness

Any student not physically present at the start of his or her class period will be considered tardy. Each occurrence accumulates and is included in total absenteeism reporting. Three tardies equal one absence. Excessive tardiness may be cause for discontinuance of V.A. Educational Assistance Allowance.

Probation

For VA purposes, the student will be dismissed for failing to meet the terms of his or her probation.

VACCINATION POLICY

Laurel does not require proof of immunization in order to enroll in classes or programs. However, proof of immunization may be required prior to beginning an internship or clinical rotation. This will be based on the policies of the sites.

VISITORS & SAFETY

Safety is a priority for all Laurel locations, so in order to ensure the safety of our students, staff and guests, the following visitor policy is in effect:

The front door of each building is locked at all times and is the only means of access for visitors. Visitors are not permitted to enter the school via any other entrance under any circumstances. Visitors must ring the front desk for entry. Upon entry, visitors need to sign in, providing details such as the specific person or department they wish to visit, and clarifying the reason for being on school property. Once approved, a visitor's pass will be issued. This pass must be worn visibly while in the building to identify the individual as an authorized guest. When visitors leave, they must return the pass and sign out. This process keeps track of who is on school grounds and enhances safety.

Students expecting visitors such as a family member or food delivery vendor should plan to meet their visitors at the front desk. The receptionist will not page the student nor will the visitor be allowed to walk through the school looking for the student.

Any variance from the above policy must be approved by the Campus President or their designee.

Note: Students and staff are issued door access cards and everyone should be cognizant of people trying to follow them in. No one is to let anyone into our schools at any time. No doors are to be propped open at any time. These steps are necessary steps to provide the safest and most secure environment possible. Any concerns with any visitor should be brought to the immediate attention of the Campus President or member of the administration.

WEAPONS

Laurel maintains a strict weapons policy to ensure the safety and well-being of all students, staff, and visitors on campus.

No weapons of any kind are allowed on school property. This includes firearms, knives, and any other items classified as weapons. A student found bringing a weapon onto school grounds would face disciplinary action, which may include termination from the school.

Any threats to shoot or harm others will be treated as a serious violation. This includes threats directed at students, employees, or visitors.

Immediate Suspension: Students making threats will be suspended immediately while an investigation is conducted.

Reporting to Law Enforcement: Such violations will be reported to law enforcement authorities, reflecting the seriousness with which the school treats these issues.

Termination and Legal Action: If it is verified that a violation occurred, the student will be terminated from the school, and appropriate legal action may be pursued.

EMERGENCY PREPAREDNESS

The Emergency Preparedness Plan that is part of the Annual Security Report is distributed to prospective students via email upon enrollment and is revised annually and sent to all students and employees by October 1 each calendar year. It is also available on the school website on the Consumer Information page.

POLICY CHANGES

The catalog for Laurel is designed to provide students with the most accurate and current information available at the time of publication. However, certain aspects are subject to change. All information, including but not limited to fees, book costs, course offerings, programs, admission requirements, and graduation requirements, may be altered without prior notice. Any changes made will take effect immediately and will apply to all enrolled students, regardless of when these changes are implemented. **Exception:** Students will be notified at least 60 days in advance of any tuition changes.

Academic Information

All programs are measured in semester credits or clock hours. Courses may be delivered on campus, online or in a hybrid format.

Course numbers ending in **DE** are considered distance education and are taught at least 31% online. Hybrid courses and are taught 30% or less online.

CLASS SIZE

Classes can range in size, with the maximum number for most classes ranging from 8 to 20; laboratory class sizes range from 6 to 15 students depending on equipment available.

DE classes range in size with current maximums at 30 per section for computer courses and 20 per section for other courses.

Class sizes can also vary depending on the programs to enable the student to receive the attention and practical experience necessary for their chosen fields.

CERTIFICATIONS

Students at Laurel have the opportunity to take certification exams. These certifications and costs are listed on the Statements of Understanding and Enrollment Agreement.

COURSE NUMBERING SYSTEM

The course numbering system consists of a three letter and three number combination.

Letter prefix designates program or classification of subject matter. Examples are: Cosmetology courses have the prefix COS, Electrical Technician courses have the prefix ELC, Respiratory Therapy courses have the prefix RES, medical courses have the prefix MED, and Welding & Fabrication with Pipeline Technology courses have the prefix WFP. Additional combinations are added as necessary with program additions or changes in objectives.

The numbering sequence designation represents course level.

Level	Course Range	Description
Foundations	100-125	Introductory courses that lay the groundwork for the program.
Program Courses	126-275	Intermediate courses building on foundational knowledge.
Final Courses	276-299	Capstone or essential courses that complete the associate degree.
Higher Level	300-400	Advanced courses for bachelor degree students, focusing on specialized topics.

COURSE CHANGES

We realize that individual circumstances may make it necessary for a student to reduce the number of credits he or she is carrying or to change the program in which he or she initially enrolled.

These changes can be made at any time. To process these changes, the student should meet with the Campus President.

Courses may only be added during the drop/add period, which is the first fifteen calendar days of the term. The tuition charges will be adjusted if the student's status changes.

If a course is dropped during the drop/add period, the course will not be listed on the transcript for that term, and the tuition charges will be adjusted if the student's status changes to ¾ or ½ time. Any drops or withdrawals made after this period but before the midpoint of the course will be reflected on the transcript as withdrew (W) and will not affect the grade point average. No tuition adjustment will be made. All courses dropped after the midpoint of the course will receive the grade of "F" and will affect the grade point average accordingly. No tuition adjustment will be made.

PROGRAM CHANGES

All program changes implemented will first be approved through the appropriate regulating agencies including state licensing boards, program specific boards (e.g., nursing, cosmetology), and by the Accrediting Commission of Career Schools and Colleges.

This multi-tiered approval process is crucial for maintaining educational quality, regulatory compliance, and the integrity of accredited programs.

PROGRAM ADVISORY COMMITTEES

Laurel conducts annual Program Advisory Committee (PAC) meetings for each program or program group to ensure that its offerings remain relevant to the community and aligned with current industry standards and workforce needs.

Meetings focus on ensuring that the program aligns with community needs, tailoring curriculum and training to prepare students effectively for local job markets.

PAC serves as a platform to discuss and update the curriculum based on the latest trends and standards required in various occupational fields.

The committee evaluates available resources to support student success, such as faculty qualifications, teaching materials, and technological tools.

The PAC is comprised of individuals who understand the requirements of the occupational areas relevant to the programs. This includes representatives from the employment community and practicing professionals, providing valuable insights and recommendations.

These meetings are pivotal for continuously enhancing program quality and ensuring graduates are well prepared for their future careers.

COURSE SEQUENCE CHANGES

A well-structured course sequence ensures that students build their knowledge progressively. Each course often relies on prerequisites or foundational knowledge gained in earlier courses. However, in certain circumstances course sequences may change. These changes could be due to various factors, including but not limited to curriculum updates, faculty availability, and accreditation requirements. These changes can occur at any time and without prior notice. To receive a copy of the current course sequence for your program, please contact the Admission Department.

PROGRAM MEASUREMENTS

Programs are measured in semester credits or clock hours, as delineated in the program information.

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship/clinical; and/or out-of-class work/preparation. Per ACCSC Standards, in order for the program to be recognize in credit hours, the program must be comprised of a majority of courses that require out-of-class work/preparation. Programs that do not have an out-of-class work/preparation component are considered clock hour programs.

OUT OF CLASS WORK

To adequately comprehend content and achieve success in a program, time outside of class spent reading, studying, reviewing, practicing, researching, and completing assignments is required. For every hour of lecture-based instruction, students should expect to devote two hours of preparation outside of class. Course syllabi will describe how academic achievement in out-of-class learning activities is evaluated and weighted into overall course grade.

CLOCK TO CREDIT HOUR CONVERSION

Non-degree educational programs under the US Department of Education regulations require adherence to specific guidelines concerning credit hour measurement and financial aid eligibility. These standards ensure that instructional time is reflected accurately, facilitating the calculation of financial aid for students.

For non-degree programs, the following guidelines apply:

Conversion Rate: A standard conversion dictates that 30 in-class hours of instruction equals one semester credit hour.

Instruction Time: This conversion includes time spent in direct instructional activities, reflecting the amount of time students actively engage in learning.

By adhering to these guidelines, non-degree programs can effectively support students in obtaining financial aid while ensuring compliance with regulatory standards.

CLOCK HOUR PROGRAMS

Clock hour courses are assigned credits only to be used to weight courses for calculations of GPA and QPA.

ACADEMIC YEAR DEFINITION

A credit-hour program is 30 weeks' instructional time/24 credit hours.

A clock-hour program is 26 weeks' instructional Time/900 clock hours.

CREDENTIALS AWARDED

Laurel awards specialized associate degrees (occupational) and diplomas.

In order to earn a specialized associate degree or diploma, a student must successfully pass all courses in the program as outlined in the graduation requirements section of the catalog. Certificates may be awarded for the successful completion of individual courses.

These specialized associate degree programs are approved by the Pennsylvania Department of Education: Cardiovascular Technology, Culinary Arts, Electrical Technician, and Respiratory Therapy.

These diploma programs are approved by the Pennsylvania Department of Education: Practical Nursing and Welding & Fabrication with Pipeline Technology. Practical Nursing is also approved by Pennsylvania State Board of Nursing.

Cosmetology-related diploma programs are approved by the Pennsylvania State Board of Cosmetology.

In order to receive any credential at Laurel Technical Institute, a student must pass all courses in the program as outline in the graduation section of the catalog.

Please see the program section in this catalog for specific credential information.

COURSE DELIVERY METHODS

Course delivery methods include traditional face-to-face classes, completely online courses, and hybrid courses that mix both formats. These courses can be asynchronous, allowing students to learn at their own pace, or synchronous, where classes are held at scheduled times. Regardless of the delivery method, all courses are designed to meet the same high standards, ensuring students receive a comparable educational experience.

DISTANCE EDUCATION

Distance Education Online courses are offered and supported using online or hybrid delivery formats. A hybrid course has content delivered both in class and online. Course learning objectives remain the same regardless of the delivery mode selected. All education will be consistent with the mission of the school. Quality assurance for distance education at Laurel is a process involving faculty, staff, administrators, and students to ensure that online courses meet institutional, accreditation, and/or state licensing standards of quality and best practice. Faculty are expected to adhere to a set of requirements, expectations, and procedures regarding classroom interaction and student engagement to provide a consistent experience for students. The quality assurance standards for online courses are based on nationally accepted standards of quality for online courses including those required by the Accrediting Commission of Career Schools and Colleges (ACCSC) our national accreditor

Distance Education Modalities: Online training differs from traditional campus-based course training. Delivery of course content will occur through various modalities. Listed below are the various modalities that may be used in an online course.

Online Lecture/Demonstration: Online lectures will be presented in a variety of ways. Lecture notes placed on a web page for the learner to review and available for downloaded from the site. Some lectures demonstrations will be presented via audio or video multimedia by using specialized software and hardware to allow this creation. Links related to resources and other Web sites will be embedded in the online lectures. Short lectures provide enough information to serve as a basis for further reading, research, or other learning activities. Online lectures are readily available for students to revisit as needed.

Threaded Discussion: Instructors will post a topic(s) and the student will complete two tasks: Post a response to a threaded discussion and post responses to two of their classmates' posts per topic. Academic Discussion Boards are considered classroom participation. The responses should be written in proper English and should be based upon researched fact. Each response should focus on the topic that the instructor has provided. The discussion boards are designed with academic debates in mind. Students should treat the discussions as though they are in a classroom setting and the instructor has posed a question for them to answer. If the student's research a discussion question and post based on the materials they used, they must cite their sources within the posting.

Collaborative Learning: Collaborative learning will be when two or more students work together to learn. Some courses will assign small groups composed of participants with different ability levels and will utilize a variety of learning activities to master material initially developed by the instructor, or construct responses on substantive issues. Each member of the team will be responsible for learning what is taught and for helping teammates learn. Students will utilize a variety of online collaboration tools in and out of the online learning environment to engage in collaborative learning.

Multimedia Presentation: Multimedia as an instructional delivery method uses animation to encourage student interaction with the platform; videos stimulate visual senses to encourage student interaction with the platform; sound stimulates the auditory senses to encourage student interaction with the platform; and concepts are conveyed quickly and effectively to students. The capabilities of ways to enrich learning are enhanced with multimedia.

Online Drill and Practice: As an instructional delivery method, drill & practice promotes the acquisition of knowledge or skill through repetitive practice. Many courses will utilize flash cards for terms and concept learning. Some courses will have links to site to practice skills such as math, accounting, etc.

Research: Research is used to help student learn to question, plan, gather information, sort and sift information, synthesize, evaluate, write and document resources properly. Students will use the APA format. Students are provided with resources to help them learn the process of research.

Case Study: This instructional delivery method will require learners to draw upon their experience to comprise solutions to future experience(s). Case studies will be comprised of an appropriate problem situation that is relevant to both the interests and experience level of learners and to the concepts being taught.

Educational game: Instructional gaming is one method that may increase the performance and motivation of adult learners based on the premise that games generate enthusiasm and enjoyment for the subject matter content. Many of the adopted textbooks for the courses have an educational game component included. Instructional gaming helps the students to maintain focus on the subject matter but to break away from routine structure and instruction.

Observation: The instructional delivery method of observation will be utilized when students view a demonstration or how-to process and as a primary means of learning during an externships experience when they are placed into the job setting to observe, participate and learn.

Simulation: In an instructional simulation, students learn by actually performing activities to be learned in a context that is similar to the real-world experience. Instructional simulation is used in most cases for unguided discovery learning. Students can generate and test hypotheses in a simulated environment by examining changes in the environment based on their input. This particular type of instruction requires students to involve their learning in an active way. The course plan will incorporate this method to improve student learning by emphasizing applied learning skills.

Problem Solving: The instructional method of problem solving encourages students to work through a situation or problem in order to arrive at a solution to improve their critical thinking and applied learning skills.

Virtual Conferencing: Virtual conferencing for distance education based on course and instructor preference could be implemented into the virtual classroom. This networking feature promotes interaction, communication and traditional instruction in a non-traditional capacity. The networking between instructor and student would allow for greater expansion of course curriculum and enhance relationship building within the online community.

Other: Narration / Product application: Many lectures and demonstrations will be narrated and some text may be as well. Content is being revised and made available to students to download in various formats, print, mobile, and devices.

Most activities in the online courses are asynchronous so that students can log in and participate whenever their schedule allows within the allotted timeframe as set by the instructor. However, the tools to provide synchronous opportunities are available and may be required in some distance education courses.

Graduation Requirements: There will be no additional graduation requirements for students to participate in distance education. The standard requirements of successful completion of the program with a minimum 2.0 grade point average within the maximum allotted timeframe for completion applies.

Delivery Platform: Distance Education is delivered through the Canvas Learning Management System (LMS). This LMS supports both online learning and instruction.

Learning Outcomes: The learning outcomes for courses offered via distance education in either a hybrid or a fully online format will not differ from the learning outcomes of the campus-based version of the course

Prerequisites for Participation in Online Learning: Students enrolling in distance education courses must complete an EduReady assessment and an online orientation via Canvas Learning Management System to ensure that distance learning is appropriate for them.

Online Readiness Orientation: The institution provides orientation to students prior to the last day of the add/drop period to acclimate them to the specific distance education learning methodology and technology. The Orientation provided includes, but is not limited to, a discussion of expectations of participation, issues related to academic integrity, and navigation of the learning management system or other education delivery systems.

Academic Attendance: Last Date of Attendance (LDA) will be defined differently for online courses than residential courses. LDA for online courses will not be defined as a physical or virtual presence in the classroom. LDA for online courses will be defined as the last date in which a student participates in an online course. Participation for determining LDA in an online course will be defined as a Canvas submission of an academic related activity. Examples of acceptable evidence of academic attendance in an online course include submission of an academic assignment, student submission of an exam, and a graded posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.

Per the school's attendance policy for all students, if a student has not submitted an academically related activity for 14 consecutive calendar days, the student's enrollment will be terminated.

Distance Education Makeup Policy: According to the Late Work Policy for Online Courses, students have three (3) days past the original due date to make-up assignments, exams, and discussion posts and replies with a 10% grade deduction for each late day. In all cases, this will be noted on the course syllabus. There is no additional cost for make-up work for credit hour programs. The specific hourly charge is listed on the enrollment agreement and only applies if the student goes over contract. The Veterans Administration does not permit make up of hours for Veterans Benefit.

Any questions regarding Laurel's Distance Education policies should be directed to the Director of Distance Education.

Student Support Services: Distance Education students will have access to all student support service departments during normal business hours including career services, accounting/billing, financial aid, registrar, and academic coaching services.

Identification and Privacy Protection: Laurel is committed to protecting student identities and privacy. The institution takes identity verification and privacy protection very seriously. The institution and student have a shared responsibility to ensure that the student's privacy and the integrity of the program are protected. In order to secure the private information of the student and the institution, the institution creates a unique username and password (credentials) for each student, faculty member, and administrator.

This will ensure that private information is seen only by the respective student and appropriate faculty and administration. If the institution believes that the student's privacy has been or is at risk of being compromised, it will notify the student immediately and take whatever appropriate actions are necessary to reestablish security.

It is the responsibility of the student not to share his or her credentials with anyone. If a student intentionally shares their unique credentials, it is grounds for, but not limited to, dismissal from online course participation. If a student believes their credentials have been compromised, they are to a distance education administrator immediately so that the credentials can be reset. There is no additional cost to the student for identity verification.

Technology and Equipment: All online courses require a reliable connection to the Internet. Students are responsible for setting up their own connection to the Internet. A minimum broadband connection of 512 Kbps or higher is strongly recommended due to the rich media content in many of the online courses. Online students may utilize the facilities and resources of the nearest Laurel campus.

Canvas is best viewed at a minimum of 800x600, which is the average size of a notebook computer. If students want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

Students will need electronic device to access their online courses. A laptop is highly recommended to enhance instruction and provide more enrichment opportunities for students to further their academic accomplishments. This will require the student to secure a device capable of meeting these objectives. Students may choose to purchase the technology package as detailed on the Technology Statement of Understanding (SOU).

DEAN'S LIST

A student must be enrolled at least on a half-time basis to qualify for Dean's List honors. Following are the grade point average ranges for earning Dean's List honors. A Dean's List ceremony is held to honor students who qualify.

3.80 - 4.00 Highest Honors
3.50 - 3.79 High Honors
3.25 - 3.49 Honors

Credits earned by transfer students at schools previously attended and courses exempted are not included in the grade point average and are not considered for Dean's List purposes.

GRADE LEVEL

A student will advance a grade level after successfully completing 24 credits or 900 clock hours.

Grade Level	Credits	Clock Hours
1	0 – 24	0-900
2	25 – 48	901-end of program

GRADING SCALE/ASSESSMENT SYSTEM

The grading scale used at Laurel is listed below. Instructors have permission to give plus and minus grades, but they have no effect on the grade point average.

Grade	Cumulative Grade Points	Range (%)
A	4.0	93-100
B	3.0	85-92
C	2.0	76-84
D	1.0	68-75
F	0.0	Below 68
P-passed	0.0	n/a
W-withdrew[1]	0.0	n/a
T-transfer credit[2]	0.0	n/a
AP-advanced Placement[2]	0.0	n/a
I-incomplete	0.0	n/a

All failed course must be repeated unless the student changes majors and the new major does not require the course. A student must pass each course in his or her program and have an overall cumulative grade point average of at least 2.0 in order to graduate.

Prerequisite courses require a "C" grade or better to advance to the next level course. The student must repeat the course if a "D" or "F" is received.

A make-up policy for each individual course is listed on each course syllabus.

[1] "W" grades will not be used in calculating the grade point average.

[2] "T" and "AP" grades will not be used in calculation the grade point average, but will count toward academic progress.

GRADUATION REQUIREMENTS

To graduate from Laurel, students must complete all required courses with a cumulative GPA of at least 2.0, while those in an ADN or BSN program needs a GPA of 3.0 or higher. Both Respiratory Therapy and Cardiovascular Technology require a 3.0 to graduate. All course work must be completed to the satisfaction of each instructor. Graduation from any program is not dependent on passing any type of certification or licensing exam.

Only students enrolled in a 12-month or longer program are considered for valedictorian or salutatorian honors, and must have a cumulative Grade Point Average of 3.8 or higher. This ensures that candidates have demonstrated consistent academic performance over an extended period.

During the student's final term, it is possible for the student to be released after the eighth week to accept a study-related, full-time, permanent position and still graduate with his or her class. A student must obtain written approval from the Campus President before being excused from classes. The position must satisfy the student and the administration in terms of full-time status, rate of pay, benefits, and permanence.

STUDENT RECORDS MANAGEMENT

The academic transcript is a comprehensive, chronological, certified record of student academic progress. The academic transcript includes all courses taken, course credits or clock hours, transfer credits, grades, grade-point average (GPA), attendance and other pertinent information such as the student's program, starting date and graduation date. The academic transcript is housed separately from financial aid records, which are maintained in the Financial Aid Office.

There is no charge to current students for transcripts. A final transcript is printed for each graduate and withdrawn student, placed in the graduate's file, and kept indefinitely.

All current students may request a copy of his/her transcript any time during their enrollment. Graduates and withdrawn students can request an official transcript by doing so in writing to Laurel Technical Institute. A $20 fee must accompany each written request. All balances owed to Laurel must be paid in full before the transcript will be released. All transcripts are maintained onsite and transcript requests are processed onsite.

Student records are maintained in file cabinets in a locked, limited access student records room to protect the confidentiality of all student records and to prevent unauthorized access. In addition, student records are maintained electronically and backed up on a cloud-based system and on tape. The tape backups are stored in a fire-resistant cabinet and maintained by the Chief Technology Officer. Additional tape backups are done on a scheduled basis and stored off site.

Student Academic Transcripts are maintained as a permanent record for 50 years after graduation, termination or withdrawal as required by the Pennsylvania Department of Education, Private Licensed School. Nursing students' academic records, including clinical and theoretical experience and student achievement, are kept ad infinitum. Student health records are kept for 5 years following completion of the student's program. In addition, financial aid and accounting records are kept for a minimum of three years from the end of the award year.

The Pennsylvania Department of Education requires all licensed/registered schools to upload the prior academic year's transcript to the Central Depository no later than September 30 of the same year.

GRIEVANCE PROCEDURE

Laurel strives to meet the needs of all our students and address any concerns brought to our attention. Concerns regarding a particular class or instructor should first be discussed privately with that instructor. If a satisfactory solution has not been reached, then the student should discuss the situation with the Department Director or Lead Instructor. If further action is required, the student should speak with their Campus President or Campus Director.

McKenna Gower, LBI Campus Director
Sherri Rimel, LCOT Campus President
Cindy Carey, LIOT Campus Director
Lauren Chaney, LTI Campus Director
Jennifer Foxman, Director of eLearning

Level 1 Grade Appeal Process

A student who has a complaint about an individual faculty member should discuss it directly with that faculty member and try to resolve it at that level. See the Grievance Policy for any questions regarding official complaint procedures.

A student who attempts to initiate the Grade Appeal process at a higher administrative level will be encouraged to address the issue with the faculty member first. The Program Director/Lead Instructor shall make a good-faith effort to have the student initially confer with the faculty member. If the issue is not resolved at the faculty member level, the student can appeal to the appropriate Program Director/Lead Instructor.

Under no circumstances should a student become the subject of retaliation at any level of the process when seeking resolution of a student-faculty dispute.

Procedure

If a student refuses to confer with the faculty member, or if no resolution is reached at that level, the student is to confer with the faculty member's Program Director/Lead Instructor. If such a meeting occurs, the Program Director/Lead Instructor will:

- If possible, inform the faculty member of the student's request and issue, if known, prior to the meeting.
- Not engage in a substantive discussion with the student (i.e., not inquire into the actual details or circumstances surrounding the complaint), but listen to the student's concerns;
- Inform the student that the concerns expressed will be communicated to the faculty member.
- After the meeting, inform the faculty member of the concerns raised by the student.
- The Program Director/Lead instructor should attempt to mediate a resolution between faculty member and the student.

If an acceptable solution is not reached, the student must document their complaint in writing and submit it to the Campus President/Director

The Campus President/Director will make a judgment about the student complaint. If the Campus President/Director finds against the complaint, the student may appeal to LEVEL II.

If the Campus President/Director judges that the student's complaint could be valid, the faculty member will be asked to respond in writing to the complaint.

The Campus President/Director will consider the faculty member's written response and could dismiss the complaint, at which time the student could appeal to LEVEL II.

Alternatively, the Campus President/Director could conclude that there is a basis for the complaint and would then schedule a conference with the student and the faculty member in an effort to resolve the issue.

LEVEL II Grade Appeal Process

To initiate Level II of the appeal, the student must file an appeal form with the VP of Education within fourteen (14) calendar days following the date on which the grade was received. The VP of Education, in consultation with a panel of other hi-level administrators, will review the form to determine whether there is a substantive basis for the appeal. If so, the VP of Education will appoint a Grade Appeals Committee composed of members unaffiliated with the situation to render an objective judgment on the claims presented. A hearing will be scheduled between the student and school officials to present the facts and render a decision.

A substantive appeal may be filed on the following grounds:

CAPRICIOUS EVALUATION: Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of a whim or impulse. The student may not claim capriciousness if they disagree with the instructor's subjective professional evaluation.

ERROR: Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

In addition to the form, the student may submit a written narrative providing context to the complaint, and the faculty member will be requested to submit the course grading procedure

and any other pertinent information in writing. Appeals based on capriciousness will be reviewed in light of the faculty members' announced evaluation and grading system. A Hearing will be scheduled with the student and school officials, and the committee will decide the outcome. The decision will be documented and sent to the student via email, standard mail, and certified mail following the hearing.

General Complaints

For general academic or operational complaints, students can submit a report via the school's online complaint form on the Students page of the school website. Issues related to administration, staff, student services or. facilities should be addressed with Dr. Douglas S. Decker, COO. The faculty or administration will strive to clarify or resolve any concerns. If still dissatisfied, students may contact the Pennsylvania State Board of Private Licensed Schools, Division of Postsecondary Proprietary Training, Pennsylvania Department of Education, at 607 South Drive, Floor 3E, Harrisburg, PA 17120, or call 1-717-783-8228. Ohio residents may also contact the State of Ohio Board of Career Colleges and Schools at 30 East Broad Street, Suite 2481, Columbus, OH 43215, or by phone at 1-877-275-4219.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by email at complaints@accsc.org or at https://www.accsc.org/student-center/complaints/

INTERNSHIPS

The internship is the part of the student's program that allows the student to apply the skills learned in school in a real employment setting. This is a crucial part of the curriculum and is considered work-related experience similar to actual employment. An internship may lead to employment and provide a source for networking and professional references.

The school's internship objectives and procedures in addition to the employer's work rules must be followed at all times. It is extremely important that attendance, punctuality, and strict adherence to the work schedule be high priorities. The student is responsible for following the attendance policy as described in the internship agreement.

To be eligible for an internship, a student must have a 2.0 cumulative grade point average and/or be approved by the Campus President.

An internship prep class will be required for all students during the term prior to beginning the internship except for students in the Clinical Medical Assistant program. The course will focus on the requirements for completing an internship-- reviewing the internship sites available and the required materials that need to be verified by the internship supervisor. In addition, internship sites (particularly those related to health care facilities and educational facilities) may have additional requirements such as immunizations, drug screening, physicals and criminal background checks and clearances that will be required before a student is permitted to intern.

These requirements are specific to each organization and any cost associated with them is the responsibility of the student. The Vice President of Human Resources and Career Services/Human Resources Supervisor supervises the internship program.

In order to pass an internship, all required material must be turned in by the due dates, and all required hours must be completed and verified by the supervisor. An internship must be completed with a passing grade in order for a student to graduate. The student must also meet the employer's standard of employment. If the student should fail or withdraw failing an internship, only one repeat internship is allowed—even if the student changes programs after unsuccessfully completing the first internship.

If the repeated internship is failed or if the student withdraws failing, the student will not be able to complete his or her program and graduate. No third attempts are allowed.

Some internships may require the student to travel beyond the immediate local area.

CLINICAL ROTATIONS & HIPPA POLICY

Students in the Allied Health and Nursing programs complete clinical rotations instead of an internship. The students begin clinical rotations at various points in their program of study at Laurel. Each program of study has its own program handbook, available through its learning management system and provided during the admission process. Please consult the program's handbook for each program's specific policies, procedures, and expectations. For all programs, students must have reliable transportation to and from each clinical site and specialty rotation. Clinical rotations are generally limited to a 90-mile radius of the campus location. See the program handbook for a list of potential clinical sites.

Students must achieve a passing grade in each program-specific course as defined by their program handbook in order to advance to the next clinical rotation. If a student does not receive a passing grade on two clinical rotations, they are dismissed from the program. In addition, students who do not achieve a passing grade in any two more program-specific courses will be dismissed from the program.

If a clinical site requests a student's removal from the site for any reason, the student receives a failing grade for the course. See the program handbook for specific remediation and readmission procedures for failed clinical rotations. If a student is removed from a clinical rotation twice, the student is dismissed from the program.

Violations of clinical handbook policies, such HIPAA, the unauthorized use of cell phones, social media, etc. while at clinical sites, will result in program dismissal. See below for details of the HIPAA, Patient Privacy and Safety policy resulting in program dismissal:

This policy outlines the expectations and disciplinary actions for medical students participating in clinical rotations who violate the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The goal is to protect patient privacy, ensure legal compliance, and uphold the ethical standards of Laurel Technical Institute.

This policy applies to all allied health students enrolled at Laurel Technical Institute who are participating in clinical rotations at affiliated hospitals, clinics, or other healthcare facilities.

- HIPAA: A federal law that protects sensitive patient health information from being disclosed without the patient's consent or

knowledge.

- PHI (Protected Health Information): Any information about health status, provision of healthcare, or payment for healthcare that can be linked to a specific individual.
- Violation: Any unauthorized access, use, or disclosure of PHI, whether intentional or unintentional.
- Violations may include, but are not limited to:
- Discussing patient information in public areas.
- Sharing PHI via unsecured email, text, or social media.
- Accessing patient records without a clinical need.
- Taking photos or videos of patients without authorization.
- Leaving patient charts or electronic devices containing PHI unattended.
- Intentional or accidental posting of patient information on social media.

Students must report any suspected HIPAA violation immediately to the Clinical Site Supervisor, and Laurel Technical Institute, Clinical Coordinator or HIPAA Compliance Officer

Reports may be made confidentially and without fear of retaliation.

Upon receiving a report of a potential HIPAA violation:

1. The Clinical Education Office, in coordination with the Compliance Office, will conduct a timely investigation.
2. The student will be notified and given an opportunity to respond to the allegations.
3. Documentation of the findings and any resulting actions will be maintained in the student's academic record.

Disciplinary actions will be based on the severity and frequency of the violation. Actions may include:

Violation Level	Examples	Disciplinary Action
Level 1: Minor	Accidental, first-time offense (e.g., discussing a case in a semi-private area) as defined by HIPAA regulations	Written warning and reported to identified individuals above, HIPAA re-training
Level 2: Moderate	Inappropriate access to records without intent to harm, as defined by HIPAA regulations	Written warning, suspension from rotation, and required remediation
Level 3: Severe	Intentional or Accidental misuse or disclosure of PHI, posting PHI online/social media, and/or repeated violations.	Immediate removal from clinical rotation and dismissal from the program

Appeal Process

Students may appeal disciplinary decisions within 10 business days of notification. Appeals must be submitted in writing according to the procedures outlined in the 'Grade Appeal' section of the School Catalog.

Confidentiality

All investigations and proceedings related to HIPAA violations will be handled in a manner that maintains confidentiality to the extent possible.

Acknowledgement and Training

All students are required to complete all institutional and clinical site HIPAA training and then review and sign a policy acknowledgement prior to beginning clinical rotations, indicating completion of training coursework, understanding, and agreement to comply.

MAKEUP POLICY

All missed exams can be made up but must be completed within a predetermined number day upon returning to school or on designated days at midterm and the end of the term or the missing grades will be recorded as 0% when calculating course grades. In certain cases, such as competency exams or final exams, students may not be permitted to make up the exam, resulting in a grade of 0%. In all cases, this will be noted on the course syllabus. In the event of an absence, students are permitted to make up all class work but it must be done outside of regular class hours and at the convenience of the instructor or other administrator. Hands-on practical labs missed because of an absence may or may not be made up, and the decision will be made on a case-by-case basis. There is no additional cost for make-up work for credit hour programs. For clock hour programs only, if a student fails to complete the required clock hours and successfully complete the program by the contract ending date, a charge will be made for each hour needed beyond this date. The specific hourly charge is listed on the enrollment agreement. The Veterans Administration does not permit make up of hours for Veterans Benefits.

PREREQUISITE COURSES REQUIREMENT

Prerequisite courses are designed to prepare the student to be successful in a related course. Generally, the prerequisite course is taught at a lower level and covers information, theories, skills, and vocabulary that the student will be expected to know before taking the higher-level course. All prerequisite courses will be listed as part of the course descriptions in this catalog as well as on the course syllabi. All prerequisite courses must be completed with a "C" grade or better or advance placed in order for the student to enroll in the higher-level course.

SCHEDULE CHANGES

Schedules will be distributed to students prior to the end of the current term along with a copy of the student's program sheet, which lists the courses that the student has taken. Each student is responsible to review his or her program sheet and inform the Campus President of any inaccuracies immediately. Failure to do so could result in scheduling errors that could affect the student's graduation date.

If a student receives his or her term schedule and determines that a conflict exists, the student should see the Campus President. The request will be reviewed and every effort will be made to accommodate the student.

If a conflict occurs after the beginning of the term, the student should also meet with the Campus President individually. All attempts will be made to accommodate the student's needs.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

Laurel measures a student's progress in the program in which he or she is enrolled. For a student's progress toward a specialized associate degree or diploma to be considered satisfactory, the student must maintain a specified cumulative grade point average and proceed through the program at a specific minimum pace.

The maximum timeframe in which a student must complete his or her course of study is 150% of the published length of the program as measured in credit or clock hours. The maximum timeframe to complete a course of study includes all credit hours attempted or all clock hours scheduled by the student for which the student has incurred a financial obligation or for which federal financial aid funds have been disbursed.

The following table indicates the method for measuring satisfactory progress and minimum requirements:

Required Evaluation Point	Minimum Cumulative QPA	Min. Successful Course Completion % of Courses Attempted
25% of maximum program length*	1.25	55%
50% of maximum program length**	1.50	60%
100% of maximum program length**	2.00	67%

*Probation is required **Any student not meeting the preceding standards will be ineligible for financial aid.

A student who changes his or her program or returns to earn an additional credential will have only the grades for those courses in the new program counted when calculating the academic progress. In addition, for the purpose of determining whether the student has completed a program of study in the maximum allowable timeframe, the credits attempted in previous programs will not be considered.

Grades of "A," "B," "C," "D," "F," "W," "P," and "I" will be used in calculating the successful course completion percentage for measuring satisfactory progress. Grades of "AP" and "T" will not be used in calculating the successful course completion percentage for measuring satisfactory progress.

Each student's progress will be evaluated at the completion of each grading period to ensure he or she is maintaining a minimum 2.0 cumulative grade point average (QPA) and a successful completion rate of at least 67%. Any student not meeting this standard will be placed on academic probation.

The minimum cumulative grade point average required for graduation is 2.0.

All students at Laurel, whether full-time or part-time, are considered under the same set of policies and procedures for all matters relating to standards of satisfactory progress.

A student can reestablish SAP by improving their cumulative grade point average (QPA) and/or completion rate to the minimum requirements for the next evaluation period. A student, who is placed on Academic Probation and reestablishes SAP at the end of Academic Probation period, will be removed from Academic Probation.

Students in Cardiovascular Technology and Respiratory Therapy

Starting with the January 2026 cohort, students in the Cardiovascular Technology or Respiratory Therapy program must maintain a QPA of 3.0. If a student's QPA falls below a 3.0, the student will be placed on academic probation. If a student is on academic probation and if the student's GPA falls below a 3.0 for two consecutive terms, the student will be terminated from the program. If the student's GPA for example, is a 3.0 but their overall QPA is below a 3.0, a student may continue through the program and be placed on extended probation, as long as each term they are making progress and there are enough credits remaining for the student to earn a 3.0 by the end of the program. Students cannot graduate without a cumulative QPA of 3.0.

Progression*:* Students on academic probation must make progress in the following term for which they were placed on probation to progress to the next term. (Show improvement in their QPA.)

Extended probation*:* A student can continue in the program while on extended probation as long as they are making progress each term and have enough credits remaining to achieve a cumulative GPA of 3.0 for the program. Students cannot graduate without a cumulative QPA of 3.0. Please see the specific program student handbook on the Laurel website for Academic Standards including minimum GPA requirements and other policies relating to the program.

PROBATION

At the end of each semester, student transcripts are tested against Laurel's standards of Satisfactory Academic Progress (SAP). A student who (because of failed or withdrawn courses that term) becomes unable to complete their program within with the maximum period will be dismissed for failure to make satisfactory academic progress. Students whose cumulative grade point average (QPA) is less than 2.0 for the first time that term are placed on academic probation and will meet with the Campus President or their Program Director to sign an advising form acknowledging their status. A plan to improve academic performance will be discussed, which may involve weekly tutoring or other strategies.

At the end of the following term, probation students will have one of the following outcomes:

- The student's grade point average (GPA) for the term was sufficiently higher than 2.0 so that the cumulative grade point average (QPA) is now above 2.0. In this case, the student has met the terms of probation and his or her status is returned to student in good academic standing for the following term.
- The student's grade point average (GPA) for the term was higher than 2.0 but insufficiently higher to raise the cumulative grade point average (QPA) above 2.0. In this case, (provided the student is still on track to complete his or her program with a 2.0 QPA within the maximum time frame of the program), the student will be offered extended probation, and academic progress will be assessed again at the end of the following term.
- For VA Purposes the student will be dismissed for failing to meet the terms of his or her probation.
- The student's GPA for the term was less than 2.0. In this case, the student will be dismissed for failing to meet the terms of his or her probation. A student who has been placed on academic dismissal will not be readmitted for a minimum of one term. In order to be readmitted, the student must follow the Readmittance Policy & Procedures in this catalog. All students returning from a probationary dismissal will be required to maintain a grade point (GPA) average of 2.0 or higher at the end of the probationary period in order to continue with their studies.

APPEAL PROCESS

A student may appeal the determination of lack of satisfactory academic progress and/or the termination of financial aid to the Campus President and President based upon extenuating circumstances.

In such cases, the determination that the student is making satisfactory progress despite the failure to conform to minimum SAP standards may be made. Documentation to support this decision will be maintained in the student's file.

COURSE DROPS/ADDS

A student wishing to drop or add courses must do so within the first fifteen calendar days of the beginning of the term. Students should see the Campus President to drop or add courses. Courses dropped within the Drop/Add period do not appear on the transcript.

COURSE REPETITIONS

When a student repeats a course, the original course and grade will remain on the transcript. The new grade will also appear on the transcript. Only the most recent grade received will be used in the calculation of GPA or QPA, though both will be used in calculating successful completion rate.

FAILED COURSES /DROPPED COURSES

When a retake is required because of a failed course or when a dropped course is added, the projected graduation date may be extended based on the rescheduling and the failed course(s) and courses remaining to complete the program. Scheduling of repeated courses is based upon seat availability and prerequisite course requirements. Students will be notified if this occurs.

INCOMPLETES

If a student does not completely fulfill the requirements of a course due to unusual circumstances, an "I" (Incomplete) grade will be shown on the transcript. The student will sign a form indicating what requirements are necessary to complete the course. A grade will be substituted for the "I" if the student successfully completes the unfinished work before the earlier of the due date set by the course instructor or the end of the following term. If a student does not complete the required work, the incomplete grade on his or her transcript will be replaced with an "F" at the end of the following term. Incompletes are counted in calculating the student's successful course completion percentage. The new grade will be used in calculating the grade point average.

WITHDRAWAL

To withdraw from a course or program, the student must meet with the Campus President. If withdrawing from a program, the student must then meet with the Financial Aid Administrator to complete an exit interview and the Fiscal Assistant to finalize his or her bill. Students wishing to return to school in the future must follow the Readmittance Policy & Procedures in this catalog.

Any student withdrawing from a course prior to the midpoint of the course will receive the grade of "W" (Withdraw) on his or her transcript that is not used when calculating the grade point average, but is used when calculating the student's successful course completion percentage. Any student withdrawing from a course after its midpoint will receive the grade of "F" for the course on his or her transcript.

EFFECTS OF COURSE WITHDRAWALS, INCOMPLETIONS, AND FAILURES

When students encounter challenges during their academic journey, actions like course withdrawals, incompletions, failures, and leaves of absence can significantly affect their educational path and graduation timeline.

Students should proactively communicate with their instructors and utilize institutional resources to manage their academic progress effectively. Students are notified at the time of course withdrawals, incompletions, failures, and leaves of absence and the effect on graduation.

PROGRAMS

PROGRAMS & COURSE DESCRIPTIONS

Specialized Associate Degree Programs

Cardiovascular Technology
Culinary Arts
Electrical Technician
Respiratory Therapy

Diploma Programs

Cosmetology
Esthetics/Nail Technician
Master Teacher of Cosmetology
Practical Nurse
Welding & Fabrication with Pipeline Technology

Please note that some programs have additional requirements that can be found in the Program Specific Admission Requirements section of this catalog.

The courses listed below fulfill the applied general education requirements as put forth by Laurel Technical Institute's accrediting agency, the Accrediting Commission of Career Schools & Colleges (ACCSC).

GEN174/GEN174DE	Applied Finance
PSY159/PSY159DE	Applied Psychology
ENG180/ENG180DE	Business English I
ENG208/ENG208DE	Business English II
EMP144/EMP144DE	Customer Service
CMP113/CMP113DE	Technology Fundamentals
CMP135/CMP135DE	Internet Research & Resources
MAT171/MAT171DE	Introductory Algebra
EMP191/EMP191DE	Career Exploration & Professional Development
MED204/MED204DE	Medical Law & Ethics
PHY101/PHY101DE	Physics for Health Sciences
MAT170/MAT170DE	Applied Math I

Cardiovascular Technology

20 Months

CIP CODE: 51.0901

Educational Objective: The Cardiovascular Technology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Cardiovascular Technology (CVT) students are trained in the performance of non-invasive testing such as EKG (ECG) and Cardiac Sonography procedures that provide valuable recorded data utilized in cardiac medical evaluation. Cardiovascular Technicians perform diagnostic, administrative and clinical duties under the direction of a physician. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by the physician. As part of this program, students will take courses in Medical Terminology, Anatomy & Physiology, Pathophysiology, Pharmacology, Medical Law & Ethics, Cardiac Sonography, Cardiovascular Technology, and Non-invasive Cardiology. In addition, three clinical courses that include learning and practicing a variety of hands on skills used to assist the physician are part of this program. Graduates are able to apply for positions with job titles such as Cardiac Technician, Cardiac Monitor Technician, Echocardiography Technologist, Cardiovascular Technologist, Cardiac Technician, and EKG Technician.

For additional information, please visit: https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

Certifications Available: The material covered in the CVT program provides preparation for graduates to take the national certification examination to become a Certified Cardiographic Technician (CCT) and Certified Rhythm Analysis Technician (CRAT) RCS235

Possible Certification Available:
This program provides the pathway to Registered Cardiac Sonographer (RCS5) certification exam eligibility through Cardiovascular Credentialing International (CCI) after successful program completion and completion of 800 clinical hours provided in the program.

Note: Student access to exclusive sonography clinical experiences required for certification is dependent on site availability and student access to such sites and thus is not guaranteed as part of enrollment in this program.

Graduate from this program and with one-year of full-time work in cardiac ultrasound (echocardiography) and are able to show evidence of performing 600 cardiac ultrasound studies in your career will be eligible for the RCS235 Registered Cardiac Sonographer certification exam.

Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at https://www.laurel.edu/consumer-information

Typical Course Schedule: This program is 1,895 clock hours/73 credits of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
MED121	Medical Terminology	45	3
MED122 MED122DE	Anatomy & Physiology	75	5
CVT101	Clinical Diagnostic & Patient Procedures	60	3
CVT103	Introduction to Cardiac Anatomy & Imaging	105	4
PHY101	Physics for Health Sciences (GE)	45	3
CVT104	Non-Invasive Testing	60	3
CVT105	Cardiovascular Imaging and Pathology I	105	4
MED220 MED220DE	Pathophysiology	45	3
CVT206	Ultrasound Physics and Instrumentation	45	3
CVT106	Cardiovascular Imaging and Pathology II	105	4
CVT110	Clinical I	150	3
MED210	Pharmacology	30	2
CVT107	Introduction to Vascular Sonography	45	2
CVT205	Advanced Cardiac Sonography	105	4
CVT210	Clinical II	150	3
CVT289	Certification Prep	30	2
CVT222	Clinical III	500	10
APPLIED GENERAL EDUCATION			
CMP113 CMP113DE	Technology Fundamentals	45	2
MAT171	Introductory Algebra	45	3
MED204 MED204DE	Medical Law & Ethics	30	2
ENG180	Business English I	45	3
PSY159DE	Applied Psychology	30	2
		1895	**73**

Culinary Arts

16 Months
CIP CODE: 12.0503

Educational Objective: The Culinary Arts program is designed to train and prepare students for entry-level careers in all aspects of the culinary arts and hospitality fields.

Program Overview: The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth.

Successful students will be prepared to work in a wide range of food service settings, such as restaurants, hotels, catering operations, and institutional kitchens. The program will focus on cooking skills development, problem solving, supervision, kitchen management skills and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to restaurant operations. Graduates are prepared for entry-level positions such as, but not limited to Prep Cooks, Line Cooks, Sous Chefs, Kitchen Managers, Restaurant Managers, and Food Service Managers.

For additional information, please see:
https://www.bls.gov/ooh/food-preparation-and-serving/chefs-and-head-cooks.htm
https://www.onetonline.org/link/summary/35-1011.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Business.

Certifications Available: ServSafe, Certified Culinarian

Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is 1,555 clock hours/63 credits of training during 60 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
CLN101	Sanitation and Safety	30	2
CLN102	Introduction to Culinary Arts	45	2
CLN103	Culinary Fundamentals I	120	5
CLN201	Internship	100	2
CLN106	Culinary Fundamentals II	120	5
CLN202	Internship	150	3
CLN109	Menu Planning	30	2
CLN203	Internship	150	3
CLN115	Culinary Fundamentals III	120	5
CLN118	International Cuisines	75	3
CLN110	Sustainability, Horticulture & Local Sourcing	75	3
CLN116	Baking, Pastry and Dessert Essentials	75	3
CLN119	Culinary Fundamentals IV	90	4
CLN117	American Regional Cuisines	75	3
CLN121	Nutrition for Culinary Professionals	30	2
CLN122	Introduction to Hospitality Management	30	2
APPLIED GENERAL EDUCATION			
MAT170 MAT170DE	Applied Math I	45	3
GEN174 GEN174DE	Applied Finance	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
EMP144DE	Customer Service	45	3
EMP191DE	Career Exploration & Professional Development	45	2
OTHER COURSES			
GEN101 GEN101DE	Student Success	15	1
		1555	**63**

Electrical Technician

16 Months
CIP CODE: 446.0302

Educational Objective: The Electrical Technician program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The Electrical Technician program will prepare graduates for entry-level positions in the electrical field, including those in industrial, residential, construction, commercial, and municipal-related environments. This program will include instruction in residential, commercial, and industrial wiring, layout, motors, and controls. Graduates are able to apply for positions with job titles such as Electrician, Control Electrician, Construction Electrician, Industrial Electrician, Journeyman Electrician, Journeyman Wireman, Maintenance Electrician, Electrical and Electronics Installer, Commercial Electrician, and Residential Electrician.

For additional information, please visit:
https://www.bls.gov/ooh/architecture-and-engineering/electrical-and-electronics-engineering-technicians.htm
https://www.onetonline.org/link/summary/47-2111.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

Certifications Available: PEC SafeLandUSA™ and SafeGulf, NFPA 70 Certification, CPR & First Aid Certification, Soldering Certification

Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is 1,605 clock hours/75 credits of training during 60 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
ELC101	Introduction to Trades	45	2
ELC102	Blueprint Reading	30	2
HVC103	Fundamentals of Electricity	75	3
ELC205	Industrial Wiring I	60	3
ELC129	Smart Technology	45	2
ELC124	Electrical Motors	75	3
ELC211	Industrial Wiring II	60	3
ELC212	PLC Programming	90	4
ELC213	Advanced PLC Programming	90	4
ELC214	Industrial Automation Controls	75	3
ELC115	Introduction to the NEC	60	3
ELC121	Residential Wiring	105	4
ELC122	Commercial Wiring	120	5
ELC123	Low Voltage Wiring	45	2
ELC201	Transformers	75	3
ELC202	Raceway Systems	75	3
ELC203	Hazardous Locations	15	1
ELC204	Cost Estimating	15	1
ELC206	Electrical Distribution	75	3
ELC225	Electrical Troubleshooting	30	1
ELC220	Introduction to Electronics	45	2
APPLIED GENERAL EDUCATION			
MAT171 MAT171DE	Introductory Algebra	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
PSY161	Interpersonal Psychology	45	3
EMP144 EMP144DE	Customer Service	45	3
CMP135 CMP135DE	Internet Research and Resources	30	1
ENG180	Business English I	45	3
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1605	**75**

Respiratory Therapy

20 Months
CIP CODE: 51.0908

Educational Objective: The Respiratory Therapy program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Respiratory therapists care for patients of all ages, performing diagnostic testing, administering breathing treatments, setting up ventilators, and consulting with physicians. Students in this program will take classes in a variety of areas including medical terminology, pathophysiology, pharmacology, critical care, and cardiopulmonary anatomy & physiology. Students will also learn to use specific equipment during the lab components of this program. Students in this program have clinical rotations with affiliated hospitals during their 2nd, 3rd, 4th, and 5th semesters. Although the program utilizes numerous clinical sites, learning experiences (didactic, laboratory and clinical) are equivalent for each student in the program. Certified graduates are able to apply for positions with job titles such as Certified Respiratory Therapist, Registered Respiratory Therapist and Staff Respiratory Therapist.

For additional information, please visit:
https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm
https://www.onetonline.org/link/summary/29-1126.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology and are able to take the Therapist Multiple Choice (TMC) Exam and the Clinical Simulation (CSE) Exam through the National Board of Respiratory Care. Once the TMC Exam is passed, graduates can begin a career as a Certified Respiratory Therapist (CRT), and then a Registered Respiratory Therapist (RRT) after the CSE is passed. Licensure is required in the Commonwealth of Pennsylvania.

Certifications Available: CPR and ACLS

Program Accreditation: This program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 264 Precision Blvd. Telford, TN, 37690. For more information, you can reach them at 817-283-2835 or visit their website www.coarc.com.

Additional Admission Requirements: Potential candidates for the Respiratory Therapy program undergo a two-step interview process. Candidates first meet with an admission representative who is able to present a program overview. The second interview takes place with the Respiratory Therapy Program Director, who is able to provide a detailed description of the curriculum and clinical requirements and determine if the program is an appropriate fit for the candidate. Job shadowing is another admission requirement of the Respiratory Therapy program. The admission representative schedules the candidate at a local hospital for a half-day shift to observe the role of a Respiratory Therapist in the hospital setting. After the job shadowing experience, the candidate submits an essay to the Respiratory Therapy Program Director.

Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is 1,765 clock hours/75 credits of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
MED121	Medical Terminology*	45	3
MED122	Anatomy & Physiology*	75	5
RES101	Respiratory Therapy I	150	8
RES220	Pathophysiology	45	3
RES222	Cardiopulmonary Anatomy & Physiology	45	3
RES201	Respiratory Therapy II	60	3
RES175	Clinical Application I	100	2
RES219	Pharmacology	45	3
RES231	Respiratory Therapy III	60	3
RES102	Critical Care I	90	4
RES210	Clinical Application II	200	4
RES233	Clinical Application III	200	4
RES202	Critical Care II	90	4
RES278	Respiratory Therapy IV	45	3
RES241	Clinical Application IV	200	4
RES294	Respiratory Therapy Certification Prep	30	1
APPLIED GENERAL EDUCATION			
MAT171	Introductory Algebra*	45	3
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
PSY159DE	Applied Psychology	30	2
MED204 MED204DE	Medical Law & Ethics	30	2
CMP113	Technology Fundamentals	45	2
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1765	**75**

***prerequisite courses for professional portion of program; student must complete these perquisites with a "C" grade or better.**

Please see professional licensure requirements at Pennsylvania State Board of Medicine Licensure.

Cosmetology

12 Months
CIP CODE: 12.0401

Educational Objective: The Cosmetology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The Cosmetology program prepares the students for a position in a salon or spa. The comprehensive cosmetology curriculum covers a wide variety of skills including classes in hair styling, hair shaping, hair coloring, manicuring, skin care, and chemical services. Our licensed instructional staff teaches both theoretical and practical applications. Students will have the opportunity for supervised practice in the school's full-service cosmetology clinic. Graduates are able to apply for positions with job titles such as Cosmetologist, Hair Stylist, Hair Dresser, Nail Technician, and Assistant/Receptionist.

For additional information, please visit:
https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm
https://www.onetonline.org/link/summary/39-5012.00
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx

Credential Awarded: Graduates of this program will earn a diploma and will also be able to sit for the Pennsylvania Cosmetologist licensing exam through the State Board of Cosmetology after completion of 1,250 hours of instruction AND successful completion of the Cosmetology program. Licensure is required in the Commonwealth of Pennsylvania.

Changes are made with the approval of the Pennsylvania State Board of Cosmetology and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is 1,250 clock hours of training during 45 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	**Course**	**Clock Hours**
COS101	Hair Shaping I	90
COS102	Hair Styling I	90
COS122	Chemical Texture Services	60
NTS111	Manicuring, Pedicuring & Nail Design	105
EST131	Esthetics & Histology	60
COS103	Hair Structure & Chemistry	45
COS105	Hair Coloring I	60
COS121	Cosmetology Science Theory	45
COS104	Salon Retailing & Clinic Prep	30
COS106	Ethnic Hair Studies	45
COS201	Hair Shaping II	45
COS202	Hair Styling II	45
COS205	Hair Coloring II	45
COS279	Advanced Techniques	60
COS141	State Board Laws & Theory	30
COS142	State Board Practicum	45
COS283	Clinic I	195
COS293	Clinic II	155
		1250

This program is measured in clock hours per USDE regulations for financial aid purposes.

Please see professional licensure requirements at the Pennsylvania State Board of Cosmetology.

Esthetics/Nail Technician

8 Months
CIP CODE: 12.0409
CIP CODE: 12.0410

Educational Objective: The Esthetics/Nail Technician program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in these industries.

Program Overview: This program is designed so that the student can work as an esthetician or as a nail technician. These industry professionals work in spas, salons, resorts, and as assistants for dermatologists and cosmetic surgeons, and as makeup artists in television and theater. Students will gain an understanding of skin care and makeup, along with a comprehensive knowledge of manicuring, pedicuring, nail design and artistry. Graduates are able to apply for positions with job titles such as Aesthetician, Clinical Esthetician, Esthetician, Facialist, Lead Esthetician, Medical Esthetician, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician, Manicurist, Nail Technician, and Pedicurist

For additional information, please visit:
https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm
https://www.onetonline.org/link/summary/39-5094.00
https://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm
https://www.onetonline.org/link/summary/39-5092.00
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx

Credential Awarded: Graduates of this program will earn a diploma. Students must complete 300 hours of instruction of the esthetics portion and 200 hours of the nail technician portion of the program AND successfully complete all classes before taking the esthetics and nail technician exams through the State Board of Cosmetology. Licensure is required in Pennsylvania.

Changes are made with the approval of the Pennsylvania State Board of Cosmetology and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is 600 clock hours of training during 30 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	**Course**	**Clock Hours**
EST132	Esthetics Theory	255
EST133	Esthetics Clinic	100
NTS211	Nail Technician Theory	120
NTS284	Nail Technician Clinic	95
EMP291	Career Development	30
		600

This program is measured in clock hours per USDE regulations for financial aid purposes.

Please see professional licensure requirements (Esthetician) at the Pennsylvania State Board of Cosmetology.

Please see professional licensure requirements (Nail Technician) at the Pennsylvania State Board of Cosmetology.

Master Teacher of Cosmetology

8 Months
CIP CODE: 12.0413

Educational Objective: The Master Teacher of Cosmetology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The Master Teacher of Cosmetology program prepares students for positions as cosmetology instructors. These positions include Cosmetology Teacher, Limited Practice Nail Teacher, or a Limited Practice Esthetics Teacher, depending upon the current license the student holds. Students will take courses in communication, procedures and observation, instructional methodology & management, and salon management theory. Students will have the opportunity to work with current cosmetology students, under the supervision of an instructor and will have student teaching experience in several different classes. Graduates are able to apply for positions with job titles such as Master Teacher of Cosmetology, Limited Practice Nail Teacher, Limited Practice Esthetics Teacher, Senior Stylist, Stylist, Salon Assistant Manager/Supervisor, and Cosmetology Teacher.

For additional information, please visit:
https://www.bls.gov/ooh/education-training-and-library/career-and-technical-education-teachers.htm
https://www.onetonline.org/link/summary/25-1194.00

Credential Awarded: Graduates of this program will earn a diploma and will be able to sit for the Teacher licensing exam as a Cosmetology Teacher, a Limited Practice Nail Teacher or a Limited Practice Esthetics Teacher. Students will be able to take the State Board of Cosmetology Instructor exam after completion of 500 hours of instruction, AND successful completion of the Master Teacher program through the State Board of Cosmetology.

Changes are made with the approval of the Pennsylvania State Board of Cosmetology and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is 600 clock hours of training during 30 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	**Course**	**Clock Hours**
MTC151	Communications	60
MTC152	Procedures & Observation	60
MTC259	Personal & Professional Conduct	60
MTC156	Instructional Methodology	60
MTC155	Instructional Management	60
MTC147	Clinical Management	90
MTC278	Student Teaching	150
MTC281	Teacher State Board	60
		600

This program is measured in clock hours per USDE regulations for financial aid purposes.

Please see professional licensure requirements at the Pennsylvania State Board of Cosmetology.

Practical Nursing

12 Months
CIP CODE: 51.3901

Educational Objective: This program is designed to provide the student with the knowledge and skills needed to take NCLEX-PN© licensing exam and to enter a career as a beginning practitioner of practical nursing.

Program Overview: The Practical Nursing program is designed to provide the student with a quality, student-centered education in practical nursing. The program is designed to prepare a student to perform nursing care safely and effectively within the Pennsylvania Practical Nurse Scope of Practice. The program integrates didactic and simulation education to prepare the student for real-time learning in the clinical setting. As part of this 12-month program, with students will take courses in Nutrition Therapy, Human Growth and Development, Anatomy & Physiology, and Pharmacology. In addition, five core nursing courses* with associated clinical experiences are included. Students who complete the program are eligible to apply for licensure as practical nurses by taking the NCLEX-PN© licensing exam. Students, who complete this program and successfully pass the NCLEX-PN exam, are able to apply for jobs as a Licensed Practical Nurse working in a variety of healthcare settings. For additional information, please visit:

https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm

Credential Awarded: Graduates of this program will earn a diploma.

Certifications Available: CPR

License Available: Licensed Practice Nurse

Changes are made with the approval of the Pennsylvania State Board of Nursing, Pennsylvania State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1500 clock hours/66.5 credits of training during 12-months for full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks. ***Clinical rotation experiences will be scheduled during site available times that could include evenings and weekends. ***

Required Courses:

Course #	Course	Credits	Clock Hours
LPN101	Nutrition Therapy	3	45
LPN102*	Fundamentals of Nursing	9	250
LPN103	Human Growth & Development	3	45
LPN122	Anatomy & Physiology	5	80
LPN119	Pharmacology	5	75
LPN202*	Medical-Surgical Nursing I	9.5	240
LPN204*	Medical-Surgical Nursing II	9.5	240
LPN205*	Family Health Nursing	9.5	185
LPN224	NCLEX-PN Certification Prep	3.5	55
LPN225*	Leadership & Transition into Practice	9.5	285
		66.5	**1500**

Offered through Laurel Technical Institute.

Additional Admission Requirements for the Practical Nursing Program:
Complete Admission requirements are available in the Practical Nursing Handbook available through the Admission Department.

As a licensed practical nurse, you can practice in another state through a process called reciprocity or endorsement, but you must meet that state's specific licensing requirements. Additionally, if you are in a state that is part of the Nurse Licensure Compact (NLC), you may be able to practice in other NLC states without obtaining a new license. Check with that state's nursing board for additional information.

Welding & Fabrication with Pipeline Technology

12 Months
CIP CODE: 15.0614

Educational Objective: The Welding & Fabrication with Pipeline Technology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Courses in this program will provide training in welding procedures, blueprint reading, fabrication and layout. Additional instruction is provided in various processes and techniques of welding and fabrication skills. Laboratory activities also include oxyacetylene welding, brazing, and cutting; Shielded Metal Arc Welding (SMAW), MIG Welding (GMAW), Flux Cored Welding (FCAW), TIG welding (GTAW), Pipe welding, and certification test preparation per current industry standards, practices and techniques. Students will learn to use critical thinking and problem-solving skills, along with learning about judgment and decision-making. Graduates are able to apply for entry-level positions with job titles such as Aluminum Welder, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, Sub Arc Operator, Welder, Welder-Fitter, Welder/Fabricator, Assembly Line Brazer, Brazer, Connector, Electronic Technician, Fabricator, Production Technician, Refrigeration Brazer/Solderer, Refrigeration Specialist, Solderer, and Wirer.

For additional information, please visit:
https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm
https://www.onetonline.org/link/summary/51-4121.00
https://www.onetonline.org/link/summary/51-4121.07
https://www.aws.org/

Credential Awarded: Graduates of this program will earn a diploma.

Certifications Available: CareerSafe OSHA-10

Qualifications Available: D1.1 SMAW, D1.1 Flux Core Welding, 6G Pipe

Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Commission of Career Schools & Colleges.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is 1,170 clock hours/55 credits of training during 45 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
WFP102	Introduction to Welding	75	4
WFP104	Blueprint Reading	15	1
WFP107	Shielded Metal Arc Welding	120	5
WFP117	SMAW Pipe Welding and Specialty Metals	120	5
WFP115	Welding Inspection Techniques	30	2
WFP106	Gas Metal Arc Welding	150	7
WFP109	Flux Cored Arc Welding	90	4
WFP112	Gas Tungsten Arc Welding	150	7
WFP110	Layout and Fabrication	105	5
WFP214	Combination Pipe Welding	120	5
WFP116	Multi Process Pipe Welding	90	4
WFP220	Welding Certification Prep	30	2
CMP113	Technology Fundamentals	45	2
EMP291	Career Development	30	2
		1170	**55**

Please note: *Graduates of this program may find the need to travel, sometimes extensively, if seeking employment within the Welding Industry. Relocation may be a necessity for employment.*

COURSE DESCRIPTIONS

Course descriptions are subject to change without prior notification. For every hour of classroom instruction, students should expect to devote two hours of preparation outside of class. Specific outside work assignments can be found on the course syllabus provided to the student on the first day of each course.

Course numbers ending in **DE** are considered distance education and are taught at least 31% online. Hybrid courses and are taught 30% or less online.

DISTANCE EDUCATION COURSES

Not all courses offered through Distance Education are available for all programs. Check with Admission for additional information.

A

Advanced Cardiac Sonography CVT205 – 4 credits - 105 clock hours

This course reinforces knowledge from the core courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. This course reinforces knowledge of the effects of systemic diseases on the cardiovascular system as it relates to echocardiography through case study reviews. Students will also develop an understanding of the pathology involved in congenital heart disease experienced in the adult patients. Students will describe the principles, echocardiographic approach, and technical considerations of intraoperative and interventional echocardiography. Students will also develop an understanding of specialized echocardiography applications including 3-D, contrast, and intracardiac echocardiography. Prerequisite: CVT110 Cardiovascular Imaging and Pathology I

Advanced PLC Programming ELC213 - 4 credits - 90 clock hours

This course continues with the concepts taught in PLC Programming. Topics to be covered include programming timers and counters, data manipulation and math functions, word and file moves, sequencers, process control signals, scaling, function block diagram and structured text programming, sequential programming, communication networks, and troubleshooting. Prerequisite: ELC212 PLC Programming

Advanced Techniques COS279 – 60 clock hours

This course is designed to provide the student with the knowledge needed to perform various hair shaping, hair coloring and hair styling techniques. The course will cover a variety of services, including men's hair cutting with beards, black textured hair, the wedge-weight line, the pixie, tension cutting, and variations of the bob, combination cutting, and corrective cutting followed by variations of hair coloring applications including hair lightening and foil placement techniques. Styling will also be included in this course to create the finished look following the hair shaping and hair coloring.

American Regional Cuisines CLN117– 3 credits - 75 clock hours

This course will explore the history, culture, and evolution of American regional cuisines, with a focus on sustainability in the culinary industry. Students will learn about the indigenous ingredients, unusual techniques, and special touches that give each style of cooking its unique signature. The course will be menu- driven, providing students with the opportunity to explore traditional and contemporary menus and recipes from eleven regional culinary traditions.

Anatomy & Physiology LPN122 – 80 clock hours -5 credits

This course covers the fundamentals of human anatomy relevant for clinical applications for the practical nursing student. Emphasis of this course is on gross anatomy utilizing a systems approach to prepare students to understand the relationship among structures. The content is presented in six units. The first unit describes the body as a whole discussing homeostasis, cell structure, growth and development and tissues. Unit two introduces the student to support and movement structures including the skin, skeletal tissues, skeleton, articulations, muscles and muscle contraction. Unit three involves communication, control and integration. The nervous system cells, signaling, the central, peripheral and autonomic nervous systems, general senses, special senses, and endocrine gland and regulation. Unit four involves transportation and defense including the blood, heart, blood vessels, circulation, lymphatic system, immune response and stress regulation. Unit five covers respiration, nutrition and excretion. Finally, students will develop an understanding of the respiratory tract, ventilation, gas exchange and transport, digestive tract, nutrition and metabolism, urinary system, fluid and electrolyte balance, and acid-base balance.

Anatomy & Physiology MED122/MED122DE - 5 credits - 75 clock hours

The student will become acquainted with anatomical structures and their corresponding body functions. The major body systems will be studied in depth. The corresponding disease process for the common bodily malfunctions of each system will be included. Actual case situations will be discussed to facilitate application principles.

Applied Finance GEN174DE - 3 credits - 45 clock hours

This general education course provides students with an active approach to developing successful financial skills with an emphasis on goal setting, financial record keeping, planning your spending, tax planning, consumer credit, making wise buying decisions, purchasing insurance, selecting investments, and retirement and estate planning as it relates to the field of study.

Applied Math I MAT170/MAT170DE- 3 credits - 45 clock hours

This general education course will explore practical mathematics through a detailed examination of practical applications as it relates to the field of study. The students will develop the skills necessary for problem solving.

Applied Math II MAT270 - 3 credits - 45 clock hours

The goal of this course is to provide students with an understanding of the more complex mathematical concepts used in business situations. These concepts include markups and markdowns, inventory, property taxes, simple and compound interest, using credit, and depreciation. Prerequisite: MAT170/MAT170DE Applied Math

Applied Psychology PSY159DE - 2 credits - 30 clock hours
This general education course is a social science course that explores classic psychological principles as they apply to life and work as it relates to the field of study. Students will be presented with strategies to handle challenges they will face in their personal and professional lives. Students are provided a framework for exploring many issues related to human development within the context of everyday situations.

B

Baking, Pastry and Dessert Essentials CLN116– 3 credits - 75 clock hours
A comprehensive study of Garde Manger and Basic Baking Techniques. This includes the study and preparation of classic and contemporary salads; dressings, appetizers, canapés, vegetable/fruit carvings and salt dough show pieces. Foundational basic baking techniques are covered.

Blueprint Reading ELC102 - 2 credits- 30 clock hours
This course will cover the basic principles of industrial print reading. Topics to be covered will include interpreting dimensional drawings and schematics including welding schematics, locating key parts and components in drawings, and developing an understanding of single-line drawings, pictorial diagrams, schematic diagrams, and ladder diagrams.

Blueprint Reading WFP104 - 1 credit -15 clock hours
This course will introduce students to the study of industrial blueprints. Emphasis is place on terminology, symbols, graphics descriptions, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry.

Building Access Systems ELC217 – 2 credits - 45 clock hours
This course covers alarm and access control systems. Students will learn general knowledge about alarm and access control systems. Students will learn about various security technologies. You will discuss keyless entry devices, remote access devices, and security system interfaces linked to building access control.

Building Security & Fire Alarm Installation ELC216 – 3 credits - 60 clock hours
This course provides the student with an overview of security and fire alarm systems for residential, commercial, and industrial installation. Students will learn about installation techniques, signaling devices, and alerting devices in low voltage security and fire detection systems. Installation, startup, and testing will be covered.

Business English I /ENG180DE - 3 credits - 45 clock hours
This general education course offers instruction in the principles of grammar, usage, and style. Study and practice direct the student toward developing efficient use of language as it relates to the field of study.

Business English II/ENG208DE - 3 credits - 45 clock hours
This general education course focuses on basic writing including research and correspondence as it relates to the field of study. Emphasis is placed upon composing effective sentences and paragraphs and directing communication toward purpose, subject and audience. Prerequisite: ENG180/ENG180DE Business English I

C

Cardiopulmonary Anatomy & Physiology RES222 - 3 credits - 45 clock hours
This course is designed to build on Anatomy and Physiology with an emphasis on the cardiopulmonary system. Topics to be discussed include the process of ventilation, oxygen transport, the cardiovascular and renal systems, and how they relate to cardiopulmonary anatomy and physiology. Prerequisites: MED122/MED122DE Anatomy and Physiology, and MAT171DE Introductory Algebra

Cardiovascular Imaging and Pathology I CVT105 – 4 credits- 105 clock hours
This course provides the student with the basic principles echocardiography. Students will develop an understanding of the indications for cardiac echocardiography and a review of the associated cardiac anatomy. Students will discuss basic physics and instrumentation involved. Students will identify the basic cardiac views of the heart and correlate the structures to identify each view and the associated protocols. To assess the hemodynamic status, fluid status and life-threatening conditions, students will also develop an understanding of echocardiography principles, echocardiography approach, exam techniques and cardiac pathology.

Cardiovascular Imaging and Pathology II CVT106 – 4 credits- 105 clock hours
This course offers a comprehensive exploration of transesophageal echocardiography (TEE) and its role in cardiac imaging. Students will learn to identify normal cardiac anatomy, flow patterns, and standard protocols associated with TEE. The curriculum examines specialized echocardiographic applications utilized across diverse healthcare settings, as well as the clinical indications and quality assurance principles essential to high-quality cardiac ultrasound practice. Learners will develop a foundational understanding of ventricular diastolic filling dynamics and Doppler evaluation techniques. In addition, the course emphasizes the basic principles, approaches, limitations, and examination methods relevant to the assessment of common cardiac diseases.

Career Development EMP291/EMP291DE - 2 credits- 30 clock hours
This course is intended to provide the graduating student with information, instruction, and practice in job exploration, career planning, and job search techniques. The student will receive instruction about employment applications, cover letters, resumes, and use of the Internet for online job searches. In addition, emphasis will be placed on the development of effective interview skills through classroom practice and role-playing. To complete the course requirements, each student will participate in a one-on-one interview.

Career Exploration & Professional Development EMP191/ EMP191DE - 2 credits - 45 clock hours
The general education course provides opportunities and resources for students to seek career information related to the field of study, forming the foundation for sound career decision-making. Students are guided through exercises that assist in identifying needs, values, wants, interest, and abilities. The goal of the course is to help students develop a strong foundation for major/career decision planning through career inventories, research on careers, and personal reflection

Certification Prep CVT289 – 2 credits - 30 clock hours
This course will prepare cardiovascular technology students to take the cardiovascular technician certification exam.

Chemical Texture Services COS122 – 60 clock hours
This course is designed to provide the student with the knowledge needed to perform a chemical texture service. The course will cover a variety of topics, including the history of permanent waving, professional terminology, the chemical reactions of solutions and neutralizers, various perm wraps, and testing procedures.

Clinic I COS283 – 195 clock hours
This course is designed to provide the student with the knowledge to operate in a salon atmosphere. The course will cover a variety of topics, including all hair, nail, and facial services dealing with cosmetology, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of an instructor.

Clinic II COS293 – 155 clock hours
This course is designed to provide the student with the knowledge to operate in a salon atmosphere. The course will cover a variety of topics, including all hair, nail, and facial services dealing with cosmetology, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of an instructor.

Clinic Management MTC147 – 90 clock hours
This course is designed to provide the student with the skills necessary to manage and supervise a school cosmetology clinic. Students will receive both classroom instruction and direct experience in managing and supervising a school clinic.

Clinical I CVT110 – 3 credits- 150 clock hours
This course reinforces knowledge from the core courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. Students will correlate the electrocardiogram (ECG) characteristics, possible causes, signs and symptoms, and emergency management for sinus, atrial, junctional, ventricular and atrioventricular blocks. The student will develop an understanding of components of a pacemaker system, explain the differences in single-chamber and dual-chamber pacemakers and troubleshoot common pacemaker malfunctions. The student will develop the skills necessary to analyze a 12-lead EKG using a systematic approach to identify the progression of an acute myocardial infarction. Prerequisites: CVT101 Clinical Diagnostic & Patient Procedures, CVT103 Introduction to Cardiac Anatomy & Imaging

Clinical II CVT210 – 3 credits - 150 clock hours
This course reinforces knowledge from the core cardiovascular technician courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques. Students will apply techniques of diagnostic imagining with the use of Doppler for examining vasculature of the body. The student will develop an understanding of the diseases affecting the circulatory system. Students explore alternate diagnostic modalities and identify routine vascular tests performed and skills to perform basic vascular tests commonly performed in vascular laboratories.

Clinical III CVT222 – 10 credits - 500 clock hours
Students reinforce knowledge from the core courses and require the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. This course reinforces knowledge of the effects of vascular and systemic diseases on the cardiovascular system as it relates to echocardiography. Students apply concepts of echocardiography to better understand the pathology involved in congenital heart disease experienced in the adult patients. Students will apply the principles, echocardiographic approach, and technical considerations of intraoperative and interventional echocardiography. Students will also develop an understanding of skills required in specialized echocardiography applications like 3-D, contrast, and intracardiac echocardiography. Students identify key components of advanced cardiac life support (ACLS) in this course.

Clinical Application I RES175 - 2 credits - 100 clock hours
This course will prepare the student for the first clinical rotation with a lab component review of topics covered in RES101. The second half of Clinical Application I will introduce students to the hospital environment. Affiliations with local hospitals and healthcare entities will enable students to be exposed to and work directly with patients, respiratory therapists, and physicians. Prerequisites: MED122/MED122DE Anatomy and Physiology and MAT171DE Introductory Algebra

Clinical Application II RES210 - 4 credits - 200 clock hours
This course is a continuation of Clinical Application I and is designed to provide clinical application of laboratory and professional skills. Students will continue to be engaged in general technical and professional patient care, while gaining exposure to other specialties in healthcare. Prerequisites: RES101 Respiratory Therapy I, RES175 Clinical Application I, RES219 Pharmacology, and RES22 Cardiopulmonary Anatomy & Physiology

Clinical Application III RES233 - 4 credits - 200 clock hours
This course is a continuation of Clinical Application II and is designed to provide clinical application of laboratory and professional skills. Students will begin to focus on critical care through exposure to the adult intensive care while applying the concepts associated with blood gas, chest radiographs, and ventilator management. ACLS Certification will be obtained. Prerequisites: RES102 Critical Care I, RES201 Respiratory Therapy II, RES210 Clinical Application II, and RES220 Pathophysiology

Clinical Application IV RES241 - 4 credits - 200 clock hours
This course is a continuation of Clinical Application III and is designed to provide advanced laboratory practice and clinical application of technical and professional skills. Continued attention to critical care will be reinforced in addition to focused exposure in diagnostic procedures and specialty areas of respiratory care. Prerequisites: RES202 Critical Care II, RES231 Respiratory Therapy III, and RES233 Clinical Application III

Clinical Diagnostic & Patient Procedures CVT101 – 3 credits- 60 clock hours
This course is designed to further expand the student's knowledge and application of clinical skills and patient procedures. This course includes an introduction to safety measures and regulatory requirements in the clinical laboratory, urinalysis, hematology, microbiology, serology concepts and procedures, physical therapy modalities, and the performance of electrocardiography. Students will also become certified in first aid and CPR.

Combination Pipe Welding WFP214 – 5 credits - 120 clock hours
The Combination Pipe welding course is a comprehensive instruction in the welding of pipe using the Gas Tungsten Arc Welding (GTAW) process and Shielded Metal Arc Welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices with emphasis on weld positions 2G, 5G, and 6G using various electrodes.

Commercial Wiring ELC122 – 5 Credits - 120 clock hours
This course introduces students to installing electricity in a commercial building. Topics to be covered include commercial electrical blueprints, branch circuits, lighting circuits, switch controls, circuit protection, motor loads, and special purpose receptacles. Prerequisite: ELC105 Introduction to the NEC

Communications MTC151 – 60 clock hours
This course is designed to provide the student teacher with the knowledge and skills needed to communicate effectively in a classroom environment. The course will cover a variety of topics including effective presentations, effective questioning, effective listening skills, critical principles for correcting performance, appropriate student self-assessment, teamwork concepts & motivation, steps in team building, barriers to communication, and integrating humor into the classroom.

Cosmetology Science Theory COS121 – 45 clock hours
This course is designed to provide the student with the knowledge needed to practice the science of cosmetology safely. The course will cover a variety of subjects including infection control, bacteriology, anatomy and physiology, the various systems, and the basics of chemistry and electricity.

Cost Estimating ELC204 – 1 credit - 15 clock hours
This course introduces students to electrical estimating. This course will give students a perspective of the value of their work. This course will provide students with a complete understanding of the estimating process. Prerequisite: ELC102 Blueprint Reading

Critical Care I RES102 - 4 credits - 90 clock hours
This course introduces the function and principles of operation for adult volume and pressure ventilators. High frequency ventilators and noninvasive ventilation will be reviewed. Concentration will be on specific controls, internal/external circuitry, monitoring systems and alarms. Prerequisites: RES219 Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology

Critical Care II RES202 - 4 credits - 90 clock hours
This course expands on the function and principles of operation of adult volume and pressure ventilators. Concentration will be on initial ventilator settings, ventilator settings for specific disease management, assessment of the mechanically ventilated patient and methods to improve ventilation and oxygenation. Principles of evaluating scientific literature will be discussed with a student case study research project. Prerequisites: RES102 Critical Care I and RES220 Pathophysiology

Culinary Fundamentals I CLN103– 5 credits - 120 clock hours
Study and kitchen/laboratory experience of quantity and quality food production. Introduction and application of culinary principles and procedures for basic food preparation is experienced. This is a comprehensive hands-on introduction to culinary basics, including classic knife cuts, terminology, equipment, measurements, and ingredients. Passing competencies will include all stocks, mother sauces, soups, vegetables, and grains. Speed, time management and accuracy are emphasized.

Culinary Fundamentals II CLN106– 5 credits- 120 clock hours
This course will be a progression from Culinary Fundamentals I and expand on the introduction and application of culinary principles and procedures for basic food preparation. This is a comprehensive hands-on introduction to culinary basics, including classic knife cuts, terminology, equipment, measurements, and ingredients. Passing competencies will include all stocks, mother sauces, soups, vegetables, and grains. Speed, time management and accuracy are emphasized. Students will be on rotation in the school cafe to enhance their experience in a real environment setting. Prerequisite: CLN103 Culinary Fundamentals I

Culinary Fundamentals III CLN115– 5 credits - 120 clock hours
Upon successful completion of this course, the student will be able to apply modern techniques in the preparation and presentation of food using sauté and grill techniques. Special emphasis will be placed on a la carte cooking. Students will gain an understanding of the entremetier, garde manger and food storage stations. Proper lock-down and clean up procedure will be taught. Preparation and presentation of salads, cold meats, sandwiches, as well as plate presentation will also be taught. This course is a continuation of Culinary Fundamentals II and prepares students for restaurant-ready skills. Prerequisite: CLN106 Culinary Fundamentals II

Culinary Fundamentals IV – CLN119– 4 credits - 90 clock hours
This course is designed to teach students the practical fundamentals of working in a restaurant based on the modern kitchen brigade system. Students will learn the importance of organization and time management in the kitchen, as well as the basic principles of cooking and food science. They will gain a thorough understanding of sanitation and safety procedures, as well as the various tools and equipment used in a professional kitchen. Additionally, this course will cover topics such as menu planning, cost management, nutrition, and basic cooking techniques for various ingredients including meats, poultry, fish, vegetables, potatoes, legumes, grains, pasta, and other starches. Prerequisite: CLN115 Culinary Fundamentals III

Customer Service EMP144/EMP144DE - 3 credits – 45 clock hours
This general education course will emphasize the skills necessary to interact effectively and appropriately with customers as it relates to the field of study, whether face- to-face, on the telephone or in written documents. The student will learn to communicate effectively, handle difficult customer situations, solve and prevent problems, and minimize stress.

E

Electrical Distribution ELC206 – 3 credits- 75 clock hours
This course introduces students to electrical distribution systems in the electrical field. Topics to be covered include residential services, commercial services, three phase services, distribution transformers and West Penn Power requirements.
Prerequisite: ELC211 Industrial Wiring II

Electric Motors ELC124 - 3 credits - 75 clock hours
This course introduces students to electrical motors. Topics to be covered include three-phase motors, single- phase motors, schematics and wiring diagrams, and motor installation.

Electrical Troubleshooting ELC225 – 1 credit - 30 clock hours
This course reinforces the students' ability to troubleshoot circuits. Residential, commercial and industrial troubleshooting will be covered.

Esthetics & Histology EST131 – 60 clock hours
This course is designed to provide the student with the basic knowledge needed in esthetics, hair removal and makeup procedures. The course will cover a variety of services, including histology of the skin, hair removal, facials and facial massages, electrotherapy and light therapy facial treatments, state board procedures, and various makeup applications.

Esthetics Clinic EST133 – 100 clock hours
This course is designed to provide the student with hands on skills and practice to provide esthetics in a salon atmosphere. Students perform a variety of services, including facials, with and without machines, hair removal, and makeup applications. All work will be one under the supervision of an instructor.

Esthetics Theory EST132 – 255 clock hours
This course is designed to provide the student with the knowledge needed in esthetics, hair removal and makeup procedures. The course will cover a variety of services, including histology of the skin, hair removal, facials and facial massages, electrotherapy and light therapy facial treatments, machine facials, makeup artistry skills and state board procedures.

Ethnic Hair Studies COS106 – 45 clock hours
This course is designed to provide the student with the basic knowledge in thermal hair straightening and curling (press & curl). The course will cover a variety of services, including: the types of hair pressing, proper analysis of hair and scalp, proper cleaning of the pressing combs, the "true" Marcel iron, client record card, chemical hair relaxers, and soft curl permanents (curl re-forming). This course will cover various types of cornrows and hair extension adding and removing, how to deal with clients that you have or have had immediate physical damage or non- immediate physical damage.

F

Family Health Nursing LPN205 -185 clock hours – 9.5 credits
This course introduces the practical/vocational nursing student to the study of the reproductive systems and maternal and child health nursing. The study includes maternity care in a healthy pregnancy with emphasis on physical safety and emotionally satisfying outcomes for both the mother and baby. The course presents topics related to healthy growth and development, family dynamics, common pediatric disorders, and the promotion of healthy behaviors in clients. Content addresses care of mother and baby from conception to postpartum as well as discharge and home care. An overview of high-risk situations and the pediatric client are included. Laboratory, simulation, and clinical experiences reinforces theory concepts. This course assists students to integrate knowledge derived from the bio/psycho/social sciences, humanities, nursing to achieve safe, competent care of pediatric patients and their families who are experiencing normal development and alterations in body systems. Course content is organized by the nursing process in order to achieve best practice outcomes for pediatric patients and their families experiencing bio/psycho/ social/cultural and spiritual needs.

Flux Cored Arc Welding WFP109 – 4 credits - 90 clock hours
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes. Prerequisite: WFP105 Shielded Metal Arc Welding

Fundamentals of Electricity HVC103 - 3 credits - 75 clock hours
This course serves as an introductory exploration into electricity generation, focusing on principles, applications, and various methods used across the industry. Students will learn basic electrical theory to include: defining terms, units of measure, electron flow, producing electrical current, effects of electrical current, Ohm's Law, series circuits, components, effects of changing voltage and resistance, circuits, power used in circuits by components, parallel circuits, differences between series and parallel circuits.

Fundamentals of Nursing LPN102 - 250 clock hours – 9 credits
This course introduces the student to the fundamentals of nursing principles and skills and starts development of clinical skills needed to provide care to clients. Students study the nursing practice concepts used as an interdisciplinary approach to provide care to adult and elderly clients. The Nursing Process, which is a problem-solving method used by the Practical/Vocational nurse, is introduced to assist in the adaptation of care plans and implementation of planned care in the clinical setting. The course presents principles of health promotion, maintenance and restoration across the lifespan. Laboratory and clinical experiences reinforce theory concepts.

G

Gas Metal Arc Welding WFP106 – 7 credits - 150 clock hours
This course introduces the student to the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and the safe use of tools/equipment. Students will also receive instruction in various joint designs. Prerequisite: WFP105 Shielded Metal Arc Welding

Gas Tungsten Arc Welding WFP112 – 7 credits - 150 clock hours
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment, and safe use of tools and equipment. Welding instruction done in various positions and joint designs. Prerequisite: WFP105 Shielded Metal Arc Welding

H

Hair Coloring I COS105 – 60 clock hours
This course is designed to provide the student with the basic knowledge of various hair coloring procedures. The course will cover a variety of topics, including color theory and hair facts, the level system and types of hair color, single process color, and double process color, special effects hair coloring, and special problems.

Hair Coloring II COS205 – 45 clock hours
This course is designed to provide the student with the basic knowledge of color formulation. The course will cover a variety of topics, including color evaluations, natural and desired levels, color wheel, neutralizing colors, level to base system, in-depth client consultations, de-colorization, and seven stages of lightening, effects of artificial heat on bleach, corrective color and color removers.

Hair Shaping I COS101 – 90 clock hours
This course is designed to provide the student with the basic knowledge in the principles of hair design, client consultation, professional terminology, and basic cutting techniques.

Hair Shaping II COS201 – 45 clock hours
This course is designed to provide the student with the knowledge needed to perform various hair shaping techniques. The course will cover a variety of services, including men's hair cutting, the bob, the bi-level haircut, the ponytail cut, asymmetrical cut, complete salon looks, various haircuts with the razor, thinning and blending shear techniques, and state board hair shaping services.

Hair Structure & Chemistry COS103 – 45 clock hours
This course is designed to provide the student with the basic knowledge needed in trichology, shampooing, rinsing and conditioning and in scalp and hair.

Hair Styling I COS102 – 90 clock hours
This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. The course will cover a variety of topics, including finger waves and pin curls to learn manual dexterity, various wet setting techniques, the use of the blow dryer and curling iron, product knowledge, and the principles of hair design.

Hair Styling II COS202 – 45 clock hours
This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. The course will cover a variety of topics, including principles of hair design, braiding and braid extensions, wigs and wig enhancements, long hair designs including hair twisting and knotting and using hair styling aides and accessories.

Hazardous Locations ELC203 – 1 credit - 15 clock hours
This course introduces the student to hazardous locations as defined by the National Electric Code (NEC). Students will learn to navigate and interpret the NEC article 500. Students will learn to install electrical equipment in classified locations correctly. Prerequisite: ELC104 Electrical Studies

Human Growth and Development LPN103 - 45 clock hours – 3 credits
This course provides an examination of human development across the lifespan with emphasis on common physical, cognitive, emotional, and social developmental milestones. Students will develop and understanding of Piaget's theory of intellectual development; Erickson's psychosocial theory of personality; Maturational theory/stages (Gessell); Kohlberg's theory of moral development; and Behavioral and social learning theories.

I
Industrial Automation Controls ELC214 - 3 credits - 75 clock hours
This course introduces the student to the solid-state devices common in an industrial environment. It will cover how many of the control components operate, including solid-state relays, rectifiers, SCR drives for direct current motors, variable frequency drives for alternating current motors, and the inputs and outputs of programmable controllers.

Industrial Wiring I ELC205- 3 credits - 60 clock hours
This course introduces students to electrical systems in the industrial environment. Topics to be covered include site plans, power distribution, signaling systems, motor controls and motor installation. Prerequisite: ELC104 Electrical Studies

Industrial Wiring II ELC211- 3 credits - 60 clock hours
This course continues educating students on electrical systems in the industrial environment. Topics to be covered include power factor, ventilation, system protection, lightning protection, site lighting, basic programmable logic controllers, fiber optics, hazardous locations, and harmonics. Prerequisite: ELC205 Industrial Wiring I

International Cuisines CLN118– 3 credits- 75 clock hours
Introduces the classical cooking skills associated with the preparation and service of international and ethnic specific cuisines. The student will be able to understand the similarities between current food production systems in the United States and those in other regions of the world. The student will also be adaptable to various deviations in cooking strategies, develop an understanding of food sources and the availability of these items, making substitutions where warranted. International Cuisine also focuses on the heritage of the Culinary Arts as an art form and the student acquires in-depth artistic appreciation for their chosen profession.

Interpersonal Psychology PSY161 – 3 credits – 45 clock hours
This general education course is an introduction to the theories and skills necessary for successful interpersonal relationships within various settings such as family, workplace, and social groups. It provides an overview of effective personal and professional skills that can enhance relationships. The students will learn to improve their verbal and nonverbal communication, self-disclosure, active listening, stress management, relationships, and other vital interpersonal areas in their field of study.

Instructional Management MTC155 – 60 clock hours
This course is designed to provide the student with the skills necessary to run an effective classroom. Topics to be covered will include classroom management and supervision, program development and review, lesson planning, assessing student progress, advising students, and retaining students.

Instructional Methodology MTC156 – 60 clock hours
This course will introduce the student to curriculum development and instruction. The following topics will be covered: teaching plans and learning environments, basic learning styles, methods of teaching, study and test-taking techniques, educational technology, and achieving learner results.

Internet Research & Resources CMP135/CMP135DE - 1 credit- 30 clock hours
This general education course introduces the student to the growing variety of services and information on the World Wide Web as it relates to the field of study. Gmail is used to send and receive e-mail, organize schedules and events, and maintain contact lists. The students will have an understanding of searching for information attained through projects. No previous background with the Internet is necessary, but familiarity with Microsoft® Windows® is necessary and the responsibility of each student.

Internship CLN201 – 2 credits - 100 clock hours
Each internship is designed to provide the student with the opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies.

Internship CLN202 – 3 credits - 150 clock hours
Each internship is designed to provide the student with the opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies.

Internship CLN203 – 3 credits - 150 clock hours
Each internship is designed to provide the student with the opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies.

Internship EMP285 - 3 credits - 150 clock hours
This 150-hour internship is designed to provide the student with the opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies. The student is evaluated twice each semester by the work-site supervisor and by the internship director. Prerequisites: EMP152/EMP152DE Internship Prep and approval from lead instructor verifying academic readiness for Internship.

Introduction to Cardiac Anatomy & Imaging CVT103 – 4 credits- 105 clock hours
This course is an overview of the cardiovascular technology field, from diagnostic and interventional cardiology to radiology, and the differences between the two. Related medical terminology, and the different national accrediting bodies, societies, and examination bureaus are discussed. This course introduces students to patient care, education, and management. The curriculum emphasizes patient identification, patient transportation with proper body mechanics, medical-legal ethics, patient confidentiality, and the required pre-procedure tests for cardiac diagnostic tests. Students are introduced to hemodynamic monitors and record baseline vital signs, and to explain procedures and answer questions for patients and families. The curriculum includes an introduction to supervised basic hemodynamic monitoring before, during, and after procedures, including arrhythmia recognition.

Introduction to Culinary Arts CLN102– 2 credits - 45 clock hours
Students will apply history, description, and interrelationships of the hospitality industries with an emphasis on the multifaceted food service industry. Introduction to the world of commercial food production. Students are introduced to culinary theories and develop skills in knife handling, fabrication skills, ingredient identification, small and large equipment use, weights and measures, recipe development and cooking fundamentals.

Introduction to Electronics ELC220 – 2 credits- 45 clock hours
This course introduces students to installing electricity in a residence. Topics to be covered include: residential electrical blueprints, branch circuits, lighting circuits, switch controls, circuit protection, and special purpose receptacles.

Introduction to Hospitality Management CLN122– 2 credits – 30 clock hours
This course is an introduction to hospitality management, designed for students in culinary arts. The course will cover historical perspectives, current trends, and real-world practices in the hospitality industry, including bar and restaurant management, hotel and lodging operations, travel and tourism, and more. Emphasis will be placed on practical skills and methods used by management professionals, as well as career planning and job placement strategies.

Introduction to the NEC ELC105 – 2 credits – 45 clock hours
This course introduces students to the NFPA 70 National Electrical Code (NEC). Students will learn to navigate and interpret the NEC. Students will use the NEC to install electrical equipment correctly.

Introduction to the NEC ELC115 – 3 credits- 60 clock hours
This course introduces students to the NFPA 70 National Electrical Code (NEC). Students will learn to navigate and interpret the NEC. Students will use the NEC to install electrical equipment correctly.

Introduction to Trades ELC101 - 2 credits - 45 clock hours
This course provides the student with an introduction to trade careers and safety practices, an introduction to hand and power tools, and fasteners. Topics will include OSHA and the Hazardous Communication Act, material safety data sheets (MSDS), shop operations, and types of hand and power tools, and types and grades of fasteners.

Introduction to Welding WFP102 - 4 credits -75 clock hours
This course provides the student with an introduction to welding careers and safety practices, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Topics also includes instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, and symbols.

Introductory Algebra MAT/171 MAT171DE - 3 credits - 45 clock hours
The goal of this general education course is to provide students with an understanding of basic algebraic concepts so that they are proficient in manipulating and solving the equations they may encounter in the workplace as it relates to the field of study.

L

Layout and Fabrication I WFP110 – 5 credits - 105 clock hours
A fundamental course in layout and fabrication related to the welding industry. Major emphasis will be on structural shapes and uses in construction. Prerequisite: WFP104/WFP104DE Blueprint Reading

Leadership & Transition into Practice LPN225 -285 clock hours – 9.5 credits
This course facilitates the transition of the student to the role of an LPN. Students apply concepts from the courses in the program to provide holistic care within the scope of the practical nurse. Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and the importance of practicing according to state regulations and statutes are examined.

Low Voltage Wiring ELC123 – 2 credits - 45 clock hours
This course reinforces students to the functional basis of various low voltage systems and their connecting devices. Students will be introduced to audio, video, security, fire alarm and other common low voltage systems.

M

Manicuring NTS111 – 105 clock hours
This course is designed to provide the student with the advanced knowledge in manicuring, pedicuring, and nail design procedures. The course will cover a variety of topics and services including salon conduct, sanitation and disinfection, infection control, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, advanced nail techniques.

Medical Law & Ethics ENG180 /MED204DE – 2 credits - 30 clock hours
This general education course will enable students to develop an understanding of the legal, ethical, and moral implications of working in a medical setting as it relates to the field of study. The role of the allied healthcare professional will be emphasized.

Medical-Surgical Nursing I LPN202 -240 clock hours -9.5 credits
204This course covers basic medical-surgical principles and skills. Nursing judgment is applied in relationship to clients who have medical-surgical health care needs. Students develop and understanding of how to provide care based on Maslow's hierarchy of needs. Students develop an understanding of quality, safety, infection control and professional standards as they provide care to geriatric and medical-surgical patients. Use of information technology to provide basic care are explored as it relates to documentation of client care. The course includes health promotion and the wellness/illness continuum as well as continuity of care for clients who have common diseases and disorders. Students develop organization with fundamental processes involving health and illness and the role of the LPN/LVN. Concepts highlighted include fluid and electrolyte balance, care of the geriatric client, substance abuse emergency nursing, surgical nursing and oncological nursing. Simulation, lab, and clinical experiences reinforce theory concepts.

Medical-Surgical Nursing II LPN204 -240 clock hours - 9.5 credits
This course builds on Med-Surgical Nursing I utilizing nursing judgement and the nursing process in classroom, simulation, and clinical settings that include patients who experience critical care needs. Content focuses on the pathophysiology and nursing care of patients with musculoskeletal, neurological, immune, hematologic, lymphatic, and endocrine systems. Students apply concepts from pharmacology in the role of LPN/LVN with IV therapy. IV concepts reference the PA Code 21.203 requirements for IV therapy for the practical nurse. Use of information technology to provide basic care are explored as it relates to documentation of client care. The course includes health promotion and the wellness/illness continuum as well as continuity of care for clients who have common diseases and disorders including mental health disorders as it relates to the associated body system. The student studies how to provide basic health teaching reinforcement to clients with identified disease and disorder health needs, using established teaching plans. Simulation, lab, and clinical experiences reinforce theory concepts.

Medical Terminology MED121/MED121DE - 3 credits – 45 clock hours
This course will acquaint the student with skills in word analysis and word building, pronunciation, and spelling along with word recognition and the accurate application of work elements as related to the language of medicine. Basic human anatomy and physiology are presented when applicable to refine the student's understanding of the appropriate medical terms.

Menu Planning CLN109– 2 credits - 30 clock hours
Examines the fundamentals of menu planning using the menu as a tool for ordering, selection and procurement of food and beverage items. Menu, labor, and facility computer generated cost analysis and percentages will be addressed. Emphasis is placed on developing the skills necessary to effectively create a professional menu. Provides training in duties and functions of the professional food buyer working in purchasing capacity.

Multi-Processing Pipe Welding WFP116 – 4 credits – 90 clock hours
A comprehensive course on the welding of pipe using the flux cored welding process. Welding will be done using various positions with emphasis on welding in the position 6G using various electrodes. Topics covered include gas selection, equipment setup, and s00afe shop practices.

N

Nail Technician Theory NTS211– 120 clock hours
This course is designed to provide the student with the advanced knowledge in manicuring, pedicuring, and nail design procedures. The course will cover a variety of topics and services including salon conduct, sanitation and disinfection, infection control, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, advanced nail techniques.

Nail Technician Clinic NTS284—95 hours
This course is designed to provide the student with hands-on instruction in a salon atmosphere under the direct supervisor of the instructor. The course will cover a variety of services including: manicuring, pedicuring, advanced nail techniques, and nail design services. Students will be required to perform all skills learned on actual clients in a professional manner in the school's cosmetology clinic.

NCLEX-PN Certification Preparation LPN224 -55 clock hours – 3.5 credits
This course provides the student with competencies and strategies to enhance the transition from student to the practical nurse. Students gain an understanding of the role of the National Council of State Boards of Nursing (NCSBN) in developing and administering the LPN licensing examination and steps to apply. Students will develop a comprehensive personal plan for study identifying strengths and areas of weakness. Students are required to use the NCSBON NCLEX-PN Test Blueprint guide in the formulation of their plan for studying. ATI Predictors will be integrated in this course to determine the student's predictor of success on the exam.

Non-Invasive Testing CVT104 – 3 credits- 60 clock hours
This course provides the student with an introductory overview of the anatomy, physiology, and basic electrophysiology of the heart. Students will master use of the electrocardiogram (ECG) and utilize a systematic approach to the analysis and interpretation of cardiac rhythms. As the student progresses through the course, each will correlate the electrocardiogram (ECG) characteristics, possible causes, signs and symptoms, and emergency management for sinus, atrial, junctional, ventricular and atrioventricular blocks. The student will develop an understanding of components of a pacemaker system, explain the differences in single-chamber and dual-chamber pacemakers and troubleshoot common pacemaker malfunctions. The student will develop the skills necessary to analyze a 12-lead EKG using a systematic approach to identify the progression of an acute myocardial infarction.

Nutrition for Culinary Professionals CLN121– 2 credits - 30 clock hours
This course provides an overview of the fundamentals of nutrition and foods, including how to incorporate healthy, balanced dietary techniques into everyday practice. The course is designed to teach culinary arts students about national nutrition guidelines, food preparation and labeling standards, balanced cooking and menus, applied nutrition, and dietary requests. Students will also explore ingredients and learn how to plan menus to meet the diverse nutritional needs of today's customers.

Nutrition Therapy LPN101 - 45 clock hours – 3 credits
This course explores the various nutrients, their sources, digestion, absorption, metabolism, interaction, storage, and excretion. Students develop an understanding of the basic nutritional concepts. Special emphasis is given to the role nutrition plays in the current health care delivery system and how nutrition can be emphasized to promote health maintenance.

P

Pathophysiology MED220/MED220DE- 3 credits- 45 clock hours
This course is designed to provide the student with advanced knowledge of clinical medicine, and with specific understanding of disease processes, signs and symptoms, diagnosis, treatment, prognosis and prevention. This study includes pediatric, adult, and geriatric patients. The student will also gain understanding of corresponding diagnostic tests and drugs that relate to each system. Prerequisites: MED121/MED121DE Medical Terminology and MED122/MED122DE Anatomy & Physiology

Pathophysiology RES220 - 3 credits - 45 clock hours
This course is designed to introduce the student to the proper pronunciation, spelling, and basic pharmacological use of commonly prescribed medications. Review of approved medical abbreviations, interpretation of prescriptions, dosage calculations, and drug administration will be utilized for theory application. Prerequisites: RES219 Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology

Personal & Professional Conduct MTC259 – 60 clock hours
This course is designed to provide the student teacher with the knowledge to develop skills necessary to function successfully as a master educator. The course will cover a variety of topics, including: the profile of a master educator, educator relationships, professional, performance evaluations, personal image and self-promotion, role playing and preparing for licensure and employment.

Pharmacology LPN119 -75 clock hours -5 credits
This course introduces students to contemporary practice and skills essential to the role of the practical nurse. This course introduces the practical/vocational nursing student to the study of the pharmacology. The study includes an introduction to pharmacology, dosage calculations, administration of medications, and classification of drugs. Content addresses a history of pharmacology, basics of pharmacology, patient safety in medication administration, regulations, and prescriptions and labels. Additional topics are review of mathematics, measurement systems, and dosage calculations. Methods of administration are outlined. Lastly, classification of drugs according to the body systems are included. Additionally, as students' progress in the course each will develop an understanding of the technical and clinical aspects of immunization, skin testing, the performance of venipuncture and the administration and withdrawal of intravenous fluids to the extent each function is an authorized function of an LPN.

Pharmacology MED210 – 2 credits - 30 clock hours
This course is designed to provide the student with advanced knowledge of clinical medicine and with specific understanding of disease processes, signs and symptoms, diagnosis, treatment, prognosis and prevention. It will aid the student in the ability to explain disease processes to patients and other health care professionals.

Pharmacology RES219 - 3 credits - 45 clock hours
This course is designed to provide the respiratory therapy student with a strong foundation of the drugs presently used in respiratory care. Focus is on teaching pharmacologic principles and mechanisms of action of specific drug classifications to facilitate optimal disease management. Prerequisites: MED122/MED122DE Anatomy & Physiology, and MAT171/MAT171DE Introductory Algebra

Physics for Health Sciences PHY101– 3 credits- 45 clock hours
This general education course explores mechanics, waves, fluids, thermodynamics, electromagnetism, optics, and assorted topics in modern physics as it relates to the field of study. The properties of pulsed waves will be introduced relative to pulse duration, pulse length, pulse repetition, duty factor, intensities, interaction and range equation. This course will also investigate transducers, sound beams, display modes, two dimensional imaging, real time imaging and image storage.

PLC Programming ELC212 - 4 credits - 90 clock hours
This course will introduce students to programmable logic controllers (PLC). Basic terminology will be covered, as well as input/output, processor units, memory organization, numbering systems, ladder diagrams, and programming a PLC. Prerequisite: ELC124 Electrical Motors

Procedures & Observation MTC152 – 60 clock hours
This course is designed to teach observation and procedural techniques to students in cosmetology education. The course will cover various types of assessment tools including anecdotal records, checklists, program assessments, and performance tasks, along with appropriate procedures for managing classrooms and clinics within a cosmetology program.

R

Raceway Systems ELC202 – 3 credits - 75 clock hours
This course introduces students to electrical raceway systems. Topics to be covered include general raceway installation requirements, raceway systems, conduit bending. Prerequisite: ELC104 Electrical Studies

Residential Wiring ELC121 – 4 credits - 105 clock hours
This course introduces students to installing electricity in a residence. Topics to be covered include residential electrical blueprints, branch circuits, lighting circuits, switch controls, circuit protection, and special purpose receptacles. Prerequisite: ELC104 Electrical Studies

Respiratory Therapy I RES101 - 8 credits - 150 clock hours
Respiratory Therapy I will introduce the role that respiratory therapy plays in multiple clinical settings. An introduction to patient history and interview, legal and ethical aspects of respiratory care, medical reimbursement, assessment and fundamentals of the physical exam will be discussed. Physics, medical gases, humidity and aerosol therapy will be discussed. Topics to be covered include lung expansion therapy, airway clearance devices, principles of infection control and clinical laboratory studies. The student will learn arterial blood gas monitoring and interpretation as well as develop the skills to perform arterial punctures. Students will begin their lab experience in this class. Prerequisites: MED122/MED122DE Anatomy and Physiology, and MAT171DE Introductory Algebra

Respiratory Therapy II RES201 - 3 credits - 60 clock hours
This course introduces students to advanced therapeutic and diagnostic procedures in preparation for diverse and advanced roles in respiratory care. The course will cover pulmonary function testing and equipment, emergency airway management, chest tube management, and noninvasive ventilation strategies. Prerequisite: RES101 Respiratory Therapy I

Respiratory Therapy III RES231 - 3 credits - 60 clock hours
This course is a continuation of Respiratory Therapy II and will cover equipment, diagnostic and therapeutic procedures, and management of the adult patient in the intensive care setting. Prerequisite: RES201 Respiratory Therapy II

Respiratory Therapy IV RES278 – 3 credits - 45 clock hours
This course introduces the evaluation and management of the newborn with respiratory disease. The course touches on several subjects of interest to the respiratory therapist such as prenatal and perinatal assessment, physical assessment of the newborn, noninvasive monitoring and therapeutic techniques including mechanical ventilation. Primary respiratory diseases, cardiovascular disorders and congenital anomalies of the newborn are reviewed. This course is also designed to cover topics from prior courses that require additional discussion in preparation for the credentialing examinations. Prerequisite: RES231 Respiratory Therapy III

Respiratory Therapy Cert Prep RES294 – 1 credit - 30 clock hours
This course is intended to prepare the student for the NBRC CRT and RRT examinations. It will review the essential knowledge, skills and abilities required to pass the NBRC examinations. Students will participate in Kettering National Seminars, written CRT and RRT examinations, and RRT clinical simulation practice. The NBRC exam content outline will be explored. Prerequisite: RES231 Respiratory Therapy III

S

Salon Operations COS143 – 45 clock hours
This course is designed to provide the student with the skills necessary to manage and supervise a school cosmetology clinic. Students will receive both classroom instruction and direct experience in managing and supervising a school clinic.

Salon Retailing & Clinic Prep COS104 - 30 clock hours
This course is designed to provide the student with the basic knowledge in salon retailing and clinic preparation. The course will cover a variety of topics including salon advertising, product knowledge, life skills, your professional image, communicating for success, clinic procedures, and general rules and regulations for clinic, professional practices, the salon business, seeking employment, on the job, and on the job essay.

Sanitation & Safety CLN101– 2 credits – 30 clock hours
An introduction to the basic principles of sanitation, safety, work simplification, and use and care of institutional food service equipment. Emphasis is on the importance of proper employee training practices as related to food safety. ServSafe Food Manager Certification will be obtained upon successfully passing the exam.

Shielded Metal Arc Welding WFP107 – 5 credits - 120 clock hours
This course provides the students with an introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction in SMAW fillet welds in various positions. Prerequisites: WFP102 Introduction to Welding

Smart Technology ELC129– 2 credits- 45 clock hours
This course introduces students to installing electricity in a residence. Topics to be covered include: residential electrical blueprints, branch circuits, lighting circuits, switch controls, circuit protection, and special purpose receptacles.

SMAW Pipe Welding and Specialty Metals WFP117 – 5 credits- 120 clock hours
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 2G, 5G, and 6G using various electrodes. Prerequisite: WFP107 Shielded Metal Arc Welding

State Board Laws & Theory COS141 – 30 clock hours
This course is designed to provide the student with the knowledge needed to prepare them for the theoretical portion of the Pennsylvania state board of cosmetology theory exam. The course will cover general provisions, individual licenses, examinations, display, loss and renewal of licenses and permits, licensure and management of salons, physical requirements of the beauty salon, activities outside a salon, health and safety in salons, licensure and administration of schools of cosmetology, preparation by apprenticeship method, cosmetology law act 99 and penalties and fees.

State Board Practicum COS142 – 45 clock hours
This course is designed to provide the student with the knowledge needed to prepare them for the practical portion of The Pennsylvania state board of cosmetology practical exam. The course will cover a variety of services and practical exams, including the licensing process, set up and client protection, manicuring, polishing basic facials, thermal curling, haircutting, chemical (permanent) waving, hair lightening and hair coloring, and chemical relaxing, waxing, braiding, tweezing, makeup and mock state board procedures for all services.

Student Success GEN101/GEN101DE - 1 credit - 15 clock hours
This course will enable the student to develop an understanding of the various concepts and skills needed to be successful in the classroom as well as in the workplace. Among the concepts discussed will be career goals, career skills, attitude and its effect on the student, study skills, note taking skills, critical thinking, and professionalism.

Student Teaching MTC278– 150 clock hours
This course is designed to provide the student teacher with the knowledge and skills needed to provide them with actual classroom experience under the supervision of an instructor. The course will cover a variety of requirements, including daily progress reports from assigned instructors, and teaching assigned classes in either practical demonstration or theory lecture.

Sustainability, Horticulture & Local Sourcing CLN110– 3 credits- 75 clock hours
Upon completion of this course, students will have an understanding of sustainable, local food systems and how to grow their own ingredients to create fresh farm to table menu choices for their customers. A food system includes growing, harvesting, processing, packaging, transporting, marketing, consuming, and disposal, but also inputs and

outputs at each step; human resources that provide labor, research, and education; public policy; and more. Aspects and characteristics of food systems have been linked to a wide range of environmental and social challenges, from climate change and ecosystem degradation to childhood obesity and malnutrition. This multi-disciplinary course will introduce students to the complex topic of food systems, at different scales and from a variety of perspectives. Students will participate in growing and planting exercises and service learning opportunities in the community.

T

Teacher State Board Class MTC281 – 60 clock hours

This course is designed to provide the student teacher with the knowledge and skills needed to prepare them for the practical and theoretical aspects of the Pennsylvania state board of cosmetology teacher's examination.

Technology Fundamentals CMP113/CMP113DE - 2 credits - 45 clock hours

This general education course provides students with knowledge and skills needed to operate a computer with basic system software as it relates to the field of study. It includes explanations of hardware and hands-on skills for using product features in spreadsheets, word processing, presentation, and similar applications.

Transformers ELC201 – 3 credits- 75 clock hours

This course introduces students to transformers and their use in the electrical field. The course covers transformer construction and transformer connections. Basic types of generators will also be covered. Prerequisite: ELC104 Electrical Studies U

Ultrasound Physics and Instrumentation CVT206 – 3 credits- 45 clock hours

The purpose of this course is to introduce students to the fundamental principles of acoustical physics. Basic principles of acoustical physics and acoustical waves in human tissue are presented. Emphasis is on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. The content focuses on the areas of ultrasound instrumentation, image artifacts, biologic effects, and quality control. Exploration of Doppler principles and applications and basic types of equipment. Additional ultrasound physics applications may be discussed.

V

Introduction to Vascular Sonography CVT107 – 2 credits – 45 clock hours

This course provides a basic overview of the anatomy and physiology of the vascular system. Students will be introduced to the use of diagnostic imagining with the use of Doppler for examining vasculature of the body. The student will develop an understanding of the diseases affecting the circulatory system. This course provides a history of diagnosis and treatment modalities for vascular conditions identified. Alternate diagnostic modalities will be discussed in conjunction with ultrasound. The student will identify routine vascular tests performed and skills to perform basic vascular tests commonly performed in vascular laboratories.

Voice, Data and Video Installation & Troubleshooting ELC125 – 2 credits - 60 clock hours

This course introduces the student to the basics of electricity. Topics to be covered include atomic structure, Ohm's Law, electrical sources, static charges, magnetism, and types of circuits, measuring instruments, and alternating currents. Other topics to be covered include capacitive loads, three-phase circuits, transformers, electrical services, receptacle and switch connections, and protection circuits.

W

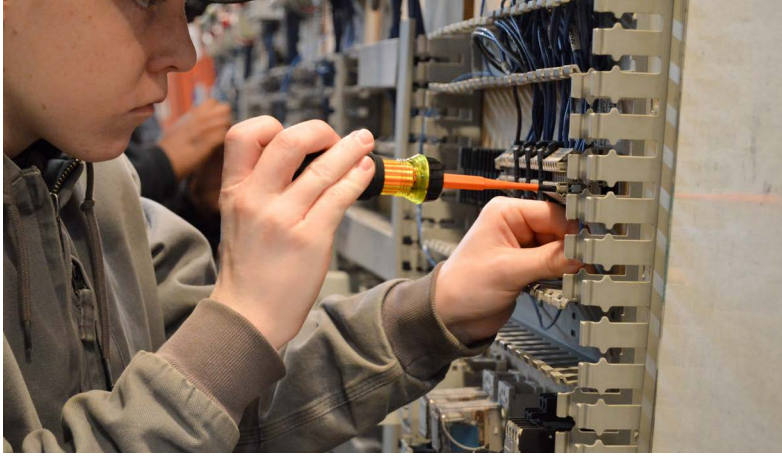
Welding Certification Prep WFP220 -2 credits – 30 clock hours

This course will introduce students to the techniques used for welding certification. The course will provide the knowledge associated with the variables encounter during welding procedures and certification testing.

Welding Inspection Techniques WFP115 – 2 credits - 30 clock hours

This course will introduce students to the established codes and standards used to judge a weld. It will also instruct students how to ensure the quality, reliability, and strength of a weldment, along with choosing the correct type of inspection the weld requires.

School of Trades & Technology





School of Cosmetology

School of Healthcare





School of Culinary Arts

LAUREL TECHNICAL INSTITUTE
HERMITAGE, PA

LAUREL TECHNICAL INSTITUTE
SHARON, PA

Laurel 2026 School Calendar

Spring 2026 Term

Jan 1 ..... New Year's Day/School Closed
Jan 12 ..... Spring Term begins
Jan 19 ..... Martin Luther King, Jr Day/School Closed
Jan 26 ..... Last day to drop or add classes
Feb 16 ..... President's Day/School Closed
March 6 ..... Last day of Side A classes
March 9 ..... Mid-Term starts
April 3 ..... Good Friday/School Closed
April 29 ..... Spring Term ends

Summer 2026 Term

May 4 ..... Summer Term begins
May 18 ..... Last day to drop or add classes
May 25 ..... Memorial Day/School Closed
June 19 ..... Juneteenth/School Closed
June 26 ..... Last day of Side A classes
June 27-July 5 ..... Fourth of July Break
July 3 ..... Fourth of July/School Closed
July 6 ..... Mid-Term starts
Aug 25 ..... Summer Term ends
Sept 7 ..... Labor Day/School Closed

Fall 2026 Term

Sept 8 ..... Fall Term begins
Sept 22 ..... Last day to drop or add classes
Oct 27 ..... Last Day of Side A
Oct 28 ..... Mid-Term starts
Nov 11 ..... Veteran's Day/School Closed
Nov 26-27 ..... Thanksgiving Holiday/School Closed
Dec 22 ..... Fall Term ends
Dec 25, 2026 & Jan 1, 2027 ..... Christmas-New Year's Holidays/School Closed

Revised: 9/22/2025

Description	Accounting & Business Administration	ADN TO BSN (TRANSFER IN)	ADN TO BSN (FULL PROGRAM)	Cardiovascular Technology
LOCATION	DE	DE	MORGANTOWN	HERMITAGE, WV
CREDENTIAL	ASB	BSN	BSN	ASB
SEMESTERS	5	3	8	5
LENGTH (MONTHS)	20	10	30	20
Clock Hours	1605	735	36	1895
Credits	82	49	120	73
Tuition	19975	10000	43865	29268
App Fee	50	50	50	50
Grad Fee	195	195	195	195
Tech Fee	750	450	1200	750
Books (Estimated)	1166	1422	3177	2554
CBC Fee	45	45	45	45
Liability			40	40
Student Support	1625	975	2600	1625
Lab Fees			925	740
Equipment Student Kit				240
Uniforms				
Supplies				
Exams Certification			375	433
Training / Software Fees				
Memberships Subscriptions			3056	150
Clinical Site Fee			64	
TOTAL PROGRAM COST	**23806**	**13137**	**55592**	**36090**

LAUREL INSTITUTES

Description	Cardiovascular Technology SC	Clinical Medical Assistant	Cloud Computing Technology	Computer Network Security Technician
LOCATION	FORT MILL	DE	DE	UNIONTOWN
CREDENTIAL	DIPLOMA	DIPLOMA	AST	AST
SEMESTERS	5	3	5	5
LENGTH (MONTHS)	20	12	20	20
Clock Hours	1850	1275	1755	1695
Credits	70	58	80	78
Tuition	29268	11985	19975	29160
App Fee	50	50	50	50
Grad Fee	195	195	195	195
Tech Fee	750	450	750	750
Books (Estimated)	2173	1516	2017	2212
CBC Fee	45	45	45	45
Liability	40	40		
Student Support	1625	975	1625	1625
Lab Fees	740	520	1000	1000
Equipment Student Kit	240	100		1240
Uniforms				
Supplies				
Exams Certification	433	80	385	438
Training / Software Fees		160		
Memberships Subscriptions	150			
Clinical Site Fee				
TOTAL PROGRAM COST	**35709**	**16116**	**26042**	**36715**

LAUREL INSTITUTES

Description	Cosmetology	Cosmetology WV	Culinary Arts	Electrical Systems Technician (SC)	Electrical Technician
LOCATION	UNIONTOWN, HERMITAGE	MORGANTOWN	HERMITAGE	FORT MILL	UNIONTOWN, MORGANTOWN, HERMITAGE
CREDENTIAL	DIPLOMA	DIPLOMA	ASB	DIPLOMA	AST
SEMESTERS	3	4	5	3	4
LENGTH (MONTHS)	12	14	16	12	16
Clock Hours	1300	1800	1555	1125	1605
Credits			63	52	75
Tuition	17500	19278	24152	11985	23328
App Fee	50	50	50	50	50
Grad Fee	195	195	195	195	195
Tech Fee	450	600	750	450	600
Books (Estimated)	562	562	1653	916	1600
CBC Fee	45	45	45	45	45
Liability			40		
Student Support	975	1300	1625	975	1300
Lab Fees	900	1600	1000	1800	2400
Equipment Student Kit	2398	2371	375	875	875
Uniforms		27	250		
Supplies					
Exams Certification	93	228	290	845	2217
Training / Software Fees					
Memberships Subscriptions			25		
Clinical Site Fee					
TOTAL PROGRAM COST	**23168**	**26256**	**30450**	**18136**	**32610**

LAUREL INSTITUTES

Description	Esthetics	Esthetics/Nail Technician	Hair Styling	HVAC Systems Technician
LOCATION	MORGANTOWN	UNIONTOWN/HERMITAGE	MORGANTOWN	UNIONTOWN, PENN TWSHP, FORT MILL
CREDENTIAL	DIPLOMA	DIPLOMA	DIPLOMA	Diploma
SEMESTERS	2	2	2	3
LENGTH (MONTHS)	8	8	8	12
Clock Hours	600	600	1000	1185
Credits				54
Tuition	10320	9045	11490	17496
App Fee	50	50	50	50
Grad Fee	195	195	195	195
Tech Fee	300	300	300	450
Books (Estimated)	484	941	562	650
CBC Fee	45	45	45	45
Liability				
Student Support	650	650	650	975
Lab Fees	200	150	800	1700
Equipment Student Kit		1193	1415	1425
Uniforms	40			
Supplies	967			
Exams Certification	228	186	186	1100
Training / Software Fees				
Memberships Subscriptions				
Clinical Site Fee				
TOTAL PROGRAM COST	**13479**	**12755**	**15693**	**24086**

LAUREL INSTITUTES

Description	HVAC Technician	LPN Paramedic to ADN Transition	Master Teacher of Cosmetology	Medical Billing & Coding	Medical Laboratory Technician
LOCATION	MORGANTOWN	MORGANTOWN	UNIONTOWN HERMITAGE	DE	DE
CREDENTIAL	AST	ADN	DIPLOMA	ASB	AST
SEMESTERS	4	4	2	5	5
LENGTH (MONTHS)	20	16	8	20	20
Clock Hours	2015	1585	600	1515	1745
Credits	80	71		81	79
Tuition	27770	33768	9045	19975	19975
App Fee	50	50	50	50	50
Grad Fee	195	195	195	195	195
Tech Fee	600	600	300	750	750
Books (Estimated)	609	1600	369	2048	2023
CBC Fee	45	45	45	45	45
Liability		40			40
Student Support	1300	1300	650	1625	1625
Lab Fees	2400	740	200	0	1000
Equipment Student Kit	1425	0	47		
Uniforms			27		
Supplies					160
Exams Certification	1025	375	110		75
Training / Software Fees					
Memberships Subscriptions		3080			100
Clinical Site Fee		64			
TOTAL PROGRAM COST	**35419**	41857	**11038**	**24688**	**26038**

LAUREL INSTITUTES

Description	Nail Technican	Nail Technican WV	Nursing	Paramedic	Practical Nursing SC
LOCATION	UNIONTOWN	MORGANTOWN	MORGANTOWN	UNIONTOWN	FORT MILL
CREDENTIAL	DIPLOMA	DIPLOMA	ADN	DIPLOMA	DIPLOMA
SEMESTERS	1	1	5	3	3
LENGTH (MONTHS)	4	4	20	12	12
Clock Hours	200	400	1655	1220	1270
Credits			71	48	54
Tuition	3440	6966	33865	12210	19995
App Fee	50	50	50	50	50
Grad Fee	195	195	195	195	195
Tech Fee	150	150	750	450	450
Books (Estimated)	0	464	2064	525	1524
CBC Fee	45	45	45	45	45
Liability			40	45	45
Student Support	0	325	1625	975	975
Lab Fees	0	0	925	300	555
Equipment Student Kit					350
Uniforms					
Supplies					
Exams Certification	93		375	415	330
Training / Software Fees					
Memberships Subscriptions			3080		1890
Clinical Site Fee			64		75
TOTAL PROGRAM COST	**3973**	**8195**	**43078**	**15210**	**26479**

LAUREL INSTITUTES

Description	Practical Nursing	Respiratory Therapy	Respiratory Therapy2	Welding & Fabrication w/Pipeline Technology
LOCATION	UNIONTOWN, HERMITAGE	UNIONTOWN, FORT MILL	HERMITAGE	UNIONTOWN, HERMITAGE
CREDENTIAL	DIPLOMA	AST	AST	DIPLOMA
SEMESTERS	3	5	5	3
LENGTH (MONTHS)	12	20	20	12
Clock Hours	1500	1765	1765	1170
Credits	66.5	75	75	55
Tuition	19995	40845	40845	**17496**
App Fee	50	50	50	**50**
Grad Fee	195	195	195	**195**
Tech Fee	450	750	750	450
Books (Estimated)	801	2342	2343	**614**
CBC Fee	45	45	45	45
Liability	45	40	40	
Student Support	975	1625	1625	975
Lab Fees	450	740	740	3300
Equipment Student Kit	350	187	202	**1005**
Uniforms				**75**
Supplies				
Exams Certification	270	810	810	**665**
Training / Software Fees		605	605	
Memberships Subscriptions	1960	175	175	
Clinical Site Fee				
TOTAL PROGRAM COST	**25586**	**48409**	**48425**	**24870**

LAUREL INSTITUTES

Pennsylvania Human Relations Commission

Education Provisions

Pennsylvania Human Relations Act
Pennsylvania Fair Educational Opportunities Act

The Pennsylvania Human Relations Act (PHRAct) prohibits discrimination against prospective and current students of kindergartens, primary and secondary schools, high schools, academies, colleges and universities, extension courses and all educational institutions under the supervision of the Commonwealth. The PHRAct prohibits discrimination because of an applicant's or current student's **race, color, sex, religion, ancestry, national origin, handicap or disability, record of a handicap or disability, or relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.**

The PHRAct does not protect prospective and current students of "distinctly private" educational institutions such as parochial schools, nor does it protect prospective and current students from age discrimination.

The Pennsylvania Fair Educational Opportunities Act (PFEOAct) prohibits discrimination against prospective and current students of any postsecondary institution and any secondary or post-secondary secretarial, business, vocational or trade school subject to the visitation, examination or inspection of and/or actual or potential licensure by the Department of Education because of a prospective or current student's **race, religion, color, ancestry, national origin, sex, handicap or disability, and/or relationship or association with an individual with a handicap or disability.**

The PFEOAct permits religious or denominational institutions to use religion in their admissions, enrollment and program decisions. Educational institutions which are neither state-owned, state-related, nor state-aided may offer single-sex classes. The PFEOAct does not protect prospective or current students from age discrimination.

It is also unlawful to retaliate against any prospective or current student because he or she has filed a complaint with the Commission or to aid or abet any unlawful discriminatory practice under the PHRAct or the PFEOAct.

This notice must be posted conspicuously in easily accessible and well-lighted places at the educational institution where it may be readily seen by those seeking, using or granting any of the educational institution's accommodations, advantages, facilities or privileges. This notice should be exhibited prominently wherever the educational institution exhibits informational notices *e.g.* Web sites, bulletin boards, and student handbooks and publications.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:
Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126
(717) 787-4410 · (717) 787-7279 (TTY) or visit us at **www.phrc.state.pa.us**

Complaints must be filed within 180 days of the alleged act of discrimination.
To file a complaint contact the Regional Office nearest you:

Pittsburgh
301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg
333 Market Street, 8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279 (TTY)

Philadelphia
110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)

VETERANS AFFAIRS EDUCATIONAL BENEFITS, TUITION AND FEES

Title 38 United States Code Section 3679(e) School Compliance Policy

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, Laurel Technical Institute/Laurel College of Technology (Laurel) complies with the requirements as outlined below:

Note: A covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- Laurel permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to Laurel Department of Military and Veteran Services a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, or a Statement of Benefits from the VA website e-benefits, or a VAF 28-1905 form for chapter 31 and ending on the earlier of the following dates:

- The date on which payment from VA is made to Laurel.

- 90 days after the date Laurel certified tuition and fees following receipt of the certificate of eligibility.

- Laurel will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to Laurel due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, the statute allows Laurel to require chapter 31 and chapter 33 students to take the following additional actions:

1. Submit a certificate of eligibility (COE) for entitlement to educational assistance no later than the first day of a course of education.

2. Submit a written request to use entitlement.

3. Provide additional information necessary to Laurel for the proper certification of enrollment.

4. Make payment for a difference between the amount of the student's financial obligation and the amount of the VA education benefits disbursement.

Laurel will hold a student responsible for any portion of tuition and other fees not covered by the VA by the published fee payment deadline. A late fee may be assessed for account balances not covered by the VA education benefit disbursement. Laurel Housing and Dining fees are not included in the deferred payment for tuition and fees. Students may contact the Laurel Office of Financial Aid to discuss available payment options if needed.

If students do not turn in a COE, or Statement of Benefits, and/or CRF by the first day of class, a late fee may be assessed.

VA payment reversals are due within 5 business days. Balances over $300 are subject to late fee assessment.

VA Chapter 30 and 35 students will follow standard student guidelines for payment or payment arrangements by the fee payment deadline.

GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

VA School Codes
LTI - Uniontown, Facility Code 24985438
LTI - Hermitage, Facility Code 24962438
LTI - Sharon Satellite, Facility Code 24X27738
LCOT WV- 24927548
LCOT SC - 25003340

Pennsylvania
Human Relations Commission



C.R.O.W.N. PROTECTIONS

C.R.O.W.N.- **C**reating a **R**espectful and **O**pen **W**orld for **N**atural **H**air

Protected Class

The Pennsylvania Human Relations Commission (PHRC) is empowered to investigate complaints of discrimination on the basis of race, which includes:

- traits associated with race, including hair texture and protective hairstyles.

Under the Pennsylvania Human Relations Act (PHRA), protections are available in employment, housing, commercial property, public accommodations and educational institutions.

Under the Pennsylvania Fair Educational Opportunities Act (PFEOA), protections are available for most post-secondary schools. Coverage may otherwise be available under the PHRA, except those schools that are fully private.

Examples of Hair Discrimination

- Firing a person because of their hairstyle.
- Creating company policies requiring employees to alter their hair outside of safety codes.
- Creating school policies restricting how students can wear or treat their hair.
- Retaliation for filing a complaint or opposing unlawful behavior.

What do I do if I believe that I have been discriminated against?

- If you believe that you have experienced illegal discrimination, file a complaint or report a bias incident with the PHRC.
- A **dedicated, neutral PHRC investigator** will walk you through the process and help prepare your complaint.
- **You will not incur any attorney fees during the PHRC's investigatory process**, although you have the right to obtain private legal counsel if you choose.
- Complaints of discrimination **must be filed with the PHRC within 180 days** of the alleged act of harm.
- Pennsylvania law also protects you from retaliation. This means taking certain actions against you for filing a complaint opposing unlawful activity, or helping with an investigation against the law.

To file a complaint, visit www.pa.gov/PHRC, call 717- 787-4410 (717-787-7279 TTY) or contact the regional office nearest you:

Harrisburg
555 Walnut Street, Suite 808
Harrisburg, PA 17101
717-787-9780 | 717-787-7279 (TTY)

Philadelphia
110 N. 8th Street, Suite 501
Philadelphia, PA 19107
215-560-2496 | 215-560-3599 (TTY)

Pittsburgh
301 5th Avenue, Suite 390, Piatt Place
Pittsburgh, PA 15222
412-545-5395 | 412-565-5711 (TTY)

phrc@pa.gov

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