

Catalog

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Lansdale School of Business

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Lansdale School of Business is committed to a policy of non-discrimination in compliance with all applicable Federal and State statutes. Education programs, activities, and employment at the school are provided to individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. In addition, the school endeavors to remove any barriers and to provide opportunity for education and employment of handicapped persons.

Lansdale School of Business reserves the right to amend any regulations, fees, tuition, and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this catalog are not to be regarded as an irrevocable contract between LSB and the student.

This catalog is not complete without a copy of the current catalog supplement.

Catalog Disclaimer

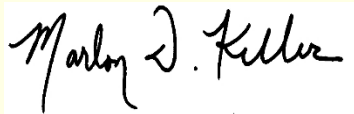
The information contained in this catalog is descriptive in nature and is provided for informational purposes. Nothing contained herein shall be construed as an irrevocable contract between a student and Lansdale School of Business (LSB).

Lansdale School of Business reserves the right to modify or revise the content of this catalog, including academic programs, policies, procedures, requirements, schedules, and other institutional information, when deemed necessary or appropriate. Such changes will be made in accordance with established institutional procedures and will be communicated through official LSB publications and other appropriate channels.

Students are responsible for becoming familiar with the policies, requirements, and procedures applicable to their program of study and for complying with any changes announced by the institution.

FROM THE PRESIDENT

I would like to take this opportunity to extend to you my personal welcome to the Lansdale School of Business. For more than 100 years, the Lansdale School of Business has helped thousands of men and women prepare for a rewarding career in the field of business. I value the opportunity to help you prepare for your chosen career as well. The decision to continue your education will be one of the most important that you will make. Your commitment to this decision will have a positive effect on nearly every aspect of your life. The faculty and staff are committed to providing you with the training and guidance you need to help you secure employment that matches your career objectives. A hallmark of LSB is that we provide an intimate, friendly atmosphere where students can get the individual attention they need. Again, let me welcome you and wish you unlimited success, not only during your time at LSB but also as you continue on towards a rewarding and satisfying career.

A handwritten signature in black ink, reading "Marlon D. Keller". The signature is written in a cursive style with a large, stylized "M" and "K".

Marlon D. Keller

President

2026 CALENDAR

January	5	All Classes resume
January	31	November Session ends for credit-hour programs
February	2	Winter Session begins for credit-hour programs
March	9	Practical Nursing Day Program begins
April	3	Good Friday Holiday
April	11	Winter Session ends for credit-hour programs
April	13	Spring Session begins for credit-hour programs
April	21	Practical Nursing Evening/Weekend Program begins
May	15	Commencement Ceremony
May	25	Memorial Day Holiday
June	8	Practical Nursing Day Program begins
June	20	Spring Session ends for credit-hour programs
June	22	Summer Session begins for credit-hour programs
July	3	Independence Day Holiday
August	29	Summer Session ends for credit-hour programs
September	7	Labor Day Holiday
September	8	Fall Session begins for credit-hour programs
September	8	Practical Nursing Day Program begins
October	20	Practical Nursing Evening/Weekend Program begins
November	7	Fall Session ends for credit-hour programs
November	9	November Session begins for credit-hour programs
November 26 and November 27		Thanksgiving Holiday
December	2	Practical Nursing Day Program begins
December 24 to December 31		Christmas-Winter Holiday (subject to change)
January 2027	1	New Year's Holiday
January 2027	4	Classes Resume

Introduction

Out of the past

Lansdale School of Business (LSB) was founded on April 1, 1918, by Walter E. Wireback and Wilbur M. Frantz. The school was established to help servicemen transition back into the workforce following military service by providing training in bookkeeping and secretarial skills.

As the needs of the workforce evolved, LSB expanded its curriculum to include courses in business, management, economics, psychology, and small business management. In 1967, Lansdale School of Business was granted accreditation by the Association of Independent Colleges and Schools, marking an important milestone in the institution's history.

Throughout the 1980s, LSB strengthened its evening division and established diploma programs in a variety of career fields. In 1981, the school received approval to award the Associate in Specialized Business (ASB) degree. Academic offerings continued to expand to include word processing, paralegal studies, and medical assisting.

Continued enrollment growth and the expansion of academic programs led LSB to relocate to a modern facility in 1990, providing additional space and resources to meet the changing needs of its students.

Although the times have changed significantly since its founding, the philosophy of Lansdale School of Business has remained consistent: **to prepare students for the rapidly changing world of business and the workforce.** Since 1918, LSB has experienced continued growth and has relocated several times to accommodate increasing enrollment, evolving career opportunities, and an expanding curriculum.

Through more than a century of service, Lansdale School of Business has remained committed to providing students with practical education and career-focused training designed to help them succeed in a changing professional environment.

Into the future

The continuing development of new programs and courses helps prepare Lansdale School of Business graduates to meet the evolving needs of employers throughout its regional footprint, including Bucks, Chester, and Montgomery counties. As workforce demands change, Lansdale School of Business responds by updating its programs and providing students with the knowledge and skills needed to succeed in today's workplace and prepare for the opportunities of tomorrow.

Lansdale School of Business offers a variety of specialized associate degree and diploma programs, designed to meet the employment needs of the regional business community. Programs are developed with significant input from employers, and the school regularly gathers information regarding industry trends and emerging skills to ensure that students remain competitive in the job market. Curricula are reviewed and updated as necessary to reflect these changing needs.

Students benefit from small class sizes, particularly in their concentration courses, which allow instructors to provide individualized attention and support. The school's welcoming environment serves both recent high school graduates and adults returning to school for career preparation or continuing education.

In 2008, Lansdale School of Business established a satellite location at the Phoenixville Education Center. That same year, the school acquired the National Academy of Massage Therapy and Healing Sciences from its founder, Janet B. Leidy. The addition of the satellite location and the introduction of massage therapy at the North Wales campus expanded opportunities for students to pursue their educational and career goals.

Lansdale School of Business places strong emphasis on practical, hands-on education. Students are required to complete study-related internships or participate in clinical rotations, providing valuable real-world experience before graduation. These experiences allow students to apply classroom knowledge in professional settings and often provide pathways to employment opportunities for graduates.

In 2010, Lansdale School of Business relocated to a permanent campus in North Wales, providing students with larger classrooms, an improved library, and modern laboratory facilities.

In the spring of 2013, the Greater Montgomery County Chamber of Commerce honored Lansdale School of Business as its first "Business of the Century," presenting the school's owner and President, Marlon Keller, with this distinguished award.

In 2018, Lansdale School of Business decided to change its accrediting agency. The school is now accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

In August 2020, Lansdale School of Business expanded its offerings by introducing Practical Nursing as a new course of study for entering students.

Through the ongoing development of new programs, refinement of existing curricula, collaboration with employers and program advisory committees, and investment in qualified employees, Lansdale School of Business continues to evolve as a dynamic career college. Its commitment to current skills training, practical experience, and employer-informed education prepares students to enter the workforce with the knowledge and abilities needed to succeed in the business and professional communities of today and tomorrow.

GENERAL INFORMATION

Mission Statement

It is the mission of Lansdale School of Business (LSB) to provide a high-quality education in a professional and supportive environment, guided by a contemporary and career-focused curriculum. LSB is committed to empowering individuals to develop their talents, knowledge, and skills to their fullest potential; strengthen their confidence; and cultivate the positive attitudes and professional competencies necessary for successful employment. Through this commitment, LSB seeks to enhance the quality of life of its students and contribute positively to their families and communities.

Philosophy and Objectives

Lansdale School of Business is a private, coeducational post-secondary institution dedicated to providing practical, career-focused education in allied health, business administration, and Practical Nursing. The institution's primary focus is to promote the occupational competence, professional awareness, and personal growth of its students.

LSB assists students in identifying and pursuing career pathways that align with their individual goals, interests, and abilities. To prepare students for successful entry into the workforce and continued professional development, LSB offers Diploma and Associate in Specialized Business degree programs designed to provide relevant knowledge, practical skills, and industry-focused competencies.

Recognizing the rapid changes and evolving demands of today's workplace, Lansdale School of Business is committed to equipping students with the skills, knowledge, adaptability, and professional proficiencies necessary to meet the challenges of their chosen careers and contribute effectively to the workforce and their communities.

Institutional Objectives

Lansdale School of Business is committed to the following objectives:

- **Provide specialized career training** that develops the knowledge, technical skills, and competencies required for employment in each student's chosen field of study.
- **Provide general education courses** that promote critical thinking, communication skills, personal development, and social awareness, enabling students to become informed and responsible members of their communities.
- **Provide relevant and contemporary curricula** within a positive, supportive, and engaging learning environment that promotes student achievement and professional growth.
- **Employ qualified and dedicated instructors** who possess the knowledge, experience, and commitment necessary to effectively educate, mentor, and inspire students.
- **Continuously evaluate and improve courses and academic programs** to ensure they remain relevant, effective, and responsive to the evolving needs of students, employers, and the communities served by the institution.

Licensing and Accreditations

Lansdale School of Business is accredited by the **Accrediting Commission of Career Schools & Colleges (ACCSC)**. ACCSC is recognized by the U.S. Department of Education to accredit postsecondary, non-degree-granting institutions and degree-granting institutions that are primarily organized to educate students for occupational, trade, and technical careers. Accredited institutions may offer specialized associate degrees, diplomas, and certificates.

ACCSC's accreditation of degree-granting institutions is also recognized by the **Council for Higher Education Accreditation (CHEA)**.

The Accrediting Commission of Career Schools & Colleges may be contacted at:

Accrediting Commission of Career Schools & Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

Phone: (703) 247-4212

Website: www.accsc.org

The Pennsylvania Department of Education approves Lansdale School of Business to grant the Associate in Specialized Business degree.

The Pennsylvania State Board of Private Licensed Schools licenses Lansdale School of Business.

The school is approved to provide training benefits through the Office of Vocational Rehabilitation, the Trade Rehabilitation Act, and the U.S. Department of Veterans Affairs *GI Bill*®.

The Practical Nursing program is approved by the Pennsylvania State Board of Nursing.

Location

Our campus in North Wales is ideally situated in the heart of historic Montgomery County, Pennsylvania, offering students a convenient and accessible location with excellent connections to surrounding communities. Located just minutes from the Lansdale Exit of the Pennsylvania Turnpike, the campus provides easy access for students, faculty, staff, and visitors traveling from throughout the region.

The North Wales area combines the advantages of a growing suburban community with convenient access to major employment centers, businesses, shopping, dining, and recreational opportunities. The surrounding communities are known for their welcoming, family-oriented atmosphere and provide a comfortable environment for students who live nearby or commute to campus.

The campus is conveniently located within an easy commuting distance of Bucks, Chester, and Philadelphia counties, making it an accessible choice for students throughout southeastern Pennsylvania. Whether traveling by car or public transportation, students can take advantage of several convenient transportation options.

For those who rely on public transportation, the North Wales campus is within walking distance of the Pennbrook SEPTA Regional Rail Station, providing convenient service to communities throughout the region and connections to Philadelphia. The campus is also served by SEPTA Bus Route 94, offering an additional transportation option for students and visitors.

With its strategic location, convenient transportation options, and proximity to a wide range of residential and business communities, the North Wales campus provides an ideal setting for students pursuing their educational and professional goals. Its accessibility allows students to benefit from a campus environment that is both connected to the broader Philadelphia region and situated within a welcoming local community.

Facilities

Students attend classes in a comfortable and supportive setting. Classrooms are designed to meet the specific needs of each specialized program offered by Lansdale School of Business. The school strives to provide convenient access for all individuals with disabilities, and each location meets current Americans with Disabilities Act (ADA) standards.

The campus is equipped with Wi-Fi access and offers convenient, well-lit parking lots located adjacent to the buildings. Lecture rooms are designed to accommodate between 32 and 40 students. In the summer of 2026, an additional lecture room was added, providing seating for up to 60 students. The computer laboratories can accommodate up to 24 students, while the medical laboratory can accommodate up to 18 students.

The facilities provide an environment conducive to effective instruction and learning and support the educational programs offered by Lansdale School of Business. The school is committed to maintaining facilities that are accessible, functional, and appropriate for the educational needs of its students and programs.

Laboratories

Laboratories are designed and equipped to provide students with environments conducive to effective learning and the development of practical skills. The computer laboratories contain a variety of current equipment and are utilized as part of classroom instruction. All computer laboratories have Internet access. The medical laboratories provide Medical Assistant and Nursing students with the equipment, materials, and related supplies necessary for dissection activities and clinical practice.

Student Lounge

Students may relax, socialize, and study in the student lounge, Café LSB. The lounge provides an informal setting where students can participate in study groups, meet with classmates, or take a break between classes. Vending machines are available for convenient snacks and on-the-go meals.

School Semesters

Credit-hour programs are scheduled by semester. Each semester is twenty weeks in length and is divided into two ten-week sessions.

At LSB, a student is considered full-time when enrolled in 12 or more credits per semester. Part-time students are enrolled in 8 credits or fewer per semester. The beginning and ending dates for each session are published on the school calendar.

Students enrolled in an Associate Degree program who attend full-time are expected to complete their program within thirty months. Students enrolled in a Diploma program who attend full-time are expected to complete their program within twelve to fifteen months.

Practical Nursing is a clock-hour program. Successful completion of the program requires students to complete 1,500 hours of instruction. Full-time students complete the 1,500-clock-hour program over a period of 12 months (one year). Part-time students complete the 1,500 clock-hour program over a period of 24 months (two years).

Program start dates are published on the school calendar.

School Sessions

Credit-hour students' classes are offered Monday through Thursday from 6:00 p.m. to 10:10 p.m. and follow the institution's regular academic calendar.

Practical Nursing Program – Day Schedule

Day classes for the Practical Nursing program are offered Monday through Friday from 9:00 a.m. to 3:30 p.m. Clinical hours are generally scheduled from 7:00 a.m. to 2:30 p.m., depending on the clinical site. Clinical assignments may require students to attend outside the program's regularly scheduled class hours.

Practical Nursing Program – Evening Schedule

Evening classes for the Practical Nursing program are offered Tuesday through Thursday from 5:00 p.m. to 9:00 p.m., with classes also scheduled every other Saturday from 9:00 a.m. to 3:30 p.m. Clinical hours may extend beyond the regularly scheduled evening class hours, with evening clinicals generally continuing until 10:00 p.m. Saturday clinicals are generally scheduled from 7:00 a.m. to 2:30 p.m.

Instructors are generally available before and/or after scheduled class hours to provide students with individualized assistance, academic guidance, and additional support as needed.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA applies to educational institutions that receive funds under applicable programs administered by the U.S. Department of Education. LSB participates in several of these programs.

FERPA provides certain rights to custodial and non-custodial parents regarding their children's education records. These rights transfer to the student when the student reaches the age of 18 or attends a postsecondary educational institution. At that time, the student becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student.

Parents or eligible students have the right to inspect and review the student's education records maintained by LSB. The school is not required to provide copies of records unless, for reasons such as significant distance, it is not reasonably possible for the parent or eligible student to review the records in person. The school may charge a reasonable fee for copies.

Parents or eligible students also have the right to request the correction of education records they believe are inaccurate or misleading. If LSB determines that the record should not be amended, the parent or eligible student has the right to request a formal hearing with the Executive Director. If, following the hearing, LSB continues to determine that the record should not be amended, the parent or eligible student may place a statement in the record explaining their position regarding the disputed information.

Generally, LSB must obtain written consent from the parent or eligible student before disclosing information contained in a student's education record. However, FERPA permits the school to disclose education records without consent under certain circumstances, including:

- School officials with a legitimate educational interest;
- Other schools or educational institutions to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid awarded to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Parties in compliance with a judicial order or lawfully issued subpoena; and
- Appropriate officials in connection with health or safety emergencies and state and local authorities within a juvenile justice system, pursuant to applicable state law.

Lansdale School of Business may disclose certain information without consent as “Directory Information.” Directory Information is information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under FERPA, Directory Information may include the student's name, address, email address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, the most recent educational institution attended, photograph, and grade level or enrollment status (e.g., undergraduate or graduate; full-time, half-time, or part-time).

Students who do not wish LSB to disclose any of the information designated as Directory Information should contact the School Registrar and indicate their preference on the LSB FERPA Waiver Form.

ACADEMIC RESOURCE CENTER

The Lansdale School of Business Academic Resource Center (ARC) is an essential resource that supports student learning, academic research, and educational success. The ARC provides students with a comfortable and welcoming environment for individual study, research, and small-group collaboration. Students are encouraged to take full advantage of the Center's extensive print and electronic resources, technology, and professional assistance.

The ARC helps students develop effective research and information-literacy skills. Professional staff are available to provide reference assistance, research guidance, and individualized or class instruction on locating, evaluating, and using reliable information. Students are also encouraged to explore local college, public, and special libraries. ARC staff can provide information and guidance on accessing and effectively using these additional resources.

The ARC maintains a general collection of books and periodicals that students may borrow. While overdue fines are not assessed, students may be charged for materials that are lost or not returned by the end of the term. The charge includes the replacement cost of the item plus a \$10 service fee for ordering, cataloging, and processing.

Students are expected to respect intellectual property rights and comply with all applicable copyright and fair-use guidelines when using print and electronic materials. These requirements are outlined in the Lansdale School of Business Copyright Compliance Policy: Library and Classroom, which is available on the LSB website.

Overall, the Academic Resource Center is an important component of the Lansdale School of Business learning environment. By providing access to academic resources, technology, research assistance, and information-literacy instruction, the ARC helps students develop the knowledge, research skills, and information-literacy competencies necessary for success in their academic programs and future careers.

ADMISSIONS

Admissions Policy and Requirements

Nondiscrimination Policy

Lansdale School of Business (LSB) is committed to providing equal educational opportunities and maintaining a policy of nondiscrimination in compliance with all applicable federal and state laws and regulations.

Educational programs and activities at LSB are provided without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by applicable law.

LSB endeavors to identify and remove barriers to participation and provide equal opportunities in its educational programs and activities for individuals with disabilities.

Application Fee

A **\$150 application fee** is required at the time of application.

Refund of Application Fee

The \$150 application fee is fully refundable if the applicant cancels within **five (5) days of the application date**, provided the applicant has not attended any classes.

Cancellation

An applicant may cancel by:

- Telephone;
- Email; or
- In person.

Application Fee Waivers

Payment of the \$150 application fee may be waived for applicants who meet one of the following criteria:

1. The applicant is re-entering LSB after a leave of absence or school withdrawal;
2. The applicant is a graduate of an LSB program; or
3. The applicant receives financial assistance from an outside agency that covers the application fee.
4. The applicant made a previous application and paid the enrollment fee and did not start.

When an outside agency is responsible for payment of the application fee, **third-party funding must be verified by LSB before the application fee may be waived.**

Acceptance Requirements

Prospective students are encouraged to visit LSB with a parent, guardian, or spouse for an admissions interview. Each applicant will participate in a career evaluation as part of the admissions interview process.

To be considered for acceptance, all applicants must meet the following requirements:

- Complete an admissions interview with an Admissions Representative at the school;
- Provide documentation verifying graduation from high school or acceptable GED equivalency;
- Complete required testing at the school. This assessment is administered to all applicants to help determine their readiness for the program. Applicants may also provide evidence of credits earned from an accredited postsecondary institution or other documentation that may satisfy the testing requirement, subject to approval by the Executive Director; and
- Complete and sign an enrollment agreement. The agreement must be signed by the student and Admissions Representative and reviewed and signed by the appropriate School Official.

Acceptance is based on the applicant's completion of the above requirements, a review of previous educational records, and an assessment of the applicant's career interests and ability to succeed in the selected program.

Required Documentation

Applicants must submit **one** of the following forms of documentation:

- A high school diploma or transcript indicating the date of high school graduation;
- A GED certificate or GED scores report;
- A college transcript indicating that the applicant has graduated from high school;

Students must provide evidence that they possess a high school diploma, recognized equivalency certificate (GED or an acceptable homeschooling certificate), or transcript from a homeschooling program that is equivalent to high school level courses.

In the event the validity of the high school diploma is questionable, LSB will cross-check the granting institution with a list of schools from the State of Pennsylvania's Department of Education or the state from which the diploma was issued.

If a diploma is present from a foreign country and not translated into English, the applicant is responsible for obtaining a translated copy to verify the authenticity of the document before acceptance. Homeschool diplomas must meet the requirements of the state of residency at the time the diploma was issued to be accepted as a valid high school diploma by LSB.

Practical Nursing Program Requirements

Applicants enrolling in the **Practical Nursing program** must provide current:

- Physical examination documentation;
- Child Abuse Clearance; and
- FBI clearance.
- Please review Clinical Checklist for all necessary documents

Students must also provide documentation of required **influenza (flu) and tuberculosis (TB)** vaccination and have necessary titer values within three years.

Application and Acceptance Review

Each completed application for admission is carefully evaluated. The decision to accept or reject an applicant is made in the best interest of the prospective student and is based on the applicant's ability to complete the selected program.

If an applicant fails to meet any required admission or acceptance requirement before the start of the program, the applicant's enrollment may be cancelled.

Program Purpose and Employment

LSB programs are designed to prepare students for employment and are not avocational in nature. Students enrolling in these programs should intend to complete their chosen program and pursue employment in the related career field.

LSB provides educational preparation for employment and assists students with employment opportunities through its Career Services Department. However, **LSB does not guarantee employment** upon completion of a program.

Evaluation and Translation of Foreign Educational Credentials

Coursework and educational credentials completed at a foreign institution must be evaluated by an approved credential evaluation service to determine their equivalency to education completed at an institution in the United States. Admission will not be granted until the authenticity of these credentials has been verified and the documents have been determined to meet the institution's admission requirements.

The credential evaluation report must **clearly state that the applicant's foreign educational credential is equivalent to a U.S. high school diploma or its recognized equivalent.**

Any academic documents issued in a language other than English must be:

- **Translated into English** by an appropriate and qualified translation service; and
- **Evaluated for U.S. educational equivalency**, including high school equivalency when applicable.

Lansdale School of Business accepts foreign credential evaluations from several approved evaluation services. Applicants should contact the **Admissions Department** for the current list of accepted evaluation services and specific evaluation requirements.

LSB reserves the right to request additional documentation or verification when necessary to establish the authenticity and U.S. educational equivalency of a foreign credential.

All academic documents submitted for admission consideration become the property of the school and **will not be returned to the student**

English Language Proficiency

Lansdale School of Business does not provide English as a Second Language (ESL) instruction or remedial English language courses.

Readmission Policy for Students in Good Standing

Students who previously attended Lansdale School of Business (LSB) and were in **good standing at the time of separation** may apply for readmission. For purposes of this policy, a student is considered to have been in good standing if they maintained a **cumulative grade point average (GPA) of 2.0 or higher** and a **successful course completion rate of at least 65 percent**.

Readmission Application and Approval

A student seeking to return to LSB may request a readmission application from the Admissions Department. The completed application will be reviewed for approval by the **Executive Director and a representative from Fiscal Services**.

Readmission decisions will be based on the following considerations:

- The student's ability to make satisfactory progress toward completion of the program;
- The student's previous academic standing and enrollment history; and
- The satisfactory resolution of any outstanding financial obligations to the school.

All courses and credits earned during previous enrollment(s) will remain on the student's academic transcript. If the student re-enrolls in the **same program of study**, all previously completed coursework will be included in the calculation of the student's cumulative GPA and will continue to be counted as credits attempted.

Readmission to a Different Program of Study

A student who seeks readmission to a **different major or program of study** may receive credit for previously completed courses only when those courses are required as part of the new program.

Courses accepted toward the new program will be designated on the transcript with a **transfer credit indicator (#)** in place of the original grade. These courses will count as **credits attempted and credits earned**, but they will **not be included in the calculation of the student's cumulative GPA**.

Any previously completed course with a grade of **C- (1.7) or lower** must be repeated if the course is required to complete the new program of study.

Students Seeking an Additional Degree or Diploma

A student who has previously completed a program at LSB and wishes to pursue an additional **ASB degree or diploma** should refer to the section **"Graduating with Additional ASB Degrees/Diplomas"** on page 26 for applicable requirements.

Readmission Following Withdrawal or Dismissal

A student who has been withdrawn or dismissed from LSB may apply for readmission in accordance with the following requirements:

1. **Submit a New Application:**

The student must complete a new application for admission with an Admissions Representative. The student must meet with the Executive Director explaining the circumstances and changes that have occurred since the student's previous enrollment and describing how those changes will support their successful completion of the program. Students who are readmitted must enroll under the **current tuition and fee structure**.

2. **Obtain Approval for Re-Enrollment:**

The student must obtain approval from the Executive Director to re-enroll. The Executive Director will determine which previously earned LSB credits, if any, may be applied toward the student's original or new program of study.

3. **Resolve Financial Obligations:**

The student must meet with the Business Office to verify that all outstanding financial obligations to LSB have been satisfied.

4. **Address Financial Aid:**

The student must contact the Financial Aid Office to reapply for financial aid or establish satisfactory payment arrangements, as applicable.

Readmission is not automatic and is subject to approval based on the student's academic history, ability to make satisfactory progress, financial standing, and compliance with the requirements outlined above.

Readmission Policy for Students Not in Good Standing

Students who previously attended Lansdale School of Business (LSB) and were **not in good standing at the time of withdrawal or dismissal** may request consideration for readmission. For purposes of this policy, students who are not in good standing include those with a **cumulative grade point average (GPA) below 2.0** and/or those who did not meet the applicable **Satisfactory Academic Progress (SAP)** benchmarks at the 50 percent checkpoint or higher.

Students seeking readmission may request an application from the Admissions Department. The completed application will be submitted on behalf of the student to the **Executive Director and a representative from Fiscal Services** for review and consideration.

Readmission decisions will be based on the following:

- Satisfactory resolution of any outstanding financial obligations to LSB;
- A determination that the student can make satisfactory progress toward completion of the program;
- Compliance with the readmission requirements outlined in this policy; and
- The student's ability to complete the program within the applicable **maximum time frame**.

A student may not be readmitted to the same program of study if, at the time of dismissal, the student had exceeded the maximum time frame for completing the diploma or ASB degree or would be unable to complete the program within the maximum time frame upon readmission.

Treatment of Previous Coursework

If an application is approved, **all courses previously taken at LSB will remain on the student's permanent academic transcript.** However, only courses in which the student earned a grade of **C (2.0) or higher** will be eligible for credit upon readmission.

Eligible courses will be treated in the same manner as transfer credit and will receive a **TC indicator (#)** in place of the original grade. These courses will be counted as **credits attempted and credits earned**, but will not be included in the calculation of the student's cumulative GPA under the readmission reevaluation policy.

Courses in which the student earned a grade of **C- (1.7) or lower** will not be counted toward credit hours attempted under the readmission reevaluation policy.

Credit hours previously earned through **credit by examination** will not be applied upon readmission. Transfer credits earned at other institutions will be **reevaluated at the time of reenrollment.**

Readmission to a Different Academic Program

When a student is approved for readmission into a **different academic program**, the student will begin the new program without a cumulative GPA for the period covered by this readmission policy. The student will remain subject to the academic probation, dismissal, and Satisfactory Academic Progress requirements that apply to all LSB students.

For purposes of academic advising and scholastic action, however, the student will initially be subject to the same academic standing that applied when the student last attended LSB.

Students who were not in good standing at the time of withdrawal or dismissal and are subsequently readmitted are **not eligible for academic awards or honors**, except for the **Dean's List**, where applicable.

Transcript Notation

Students who are readmitted to a different academic program from the program in which they were enrolled at the time of withdrawal or dismissal will have the following statement placed on their transcript beginning with the semester in which they are readmitted:

"This student has been readmitted to Lansdale School of Business. A reevaluation of the student's previous academic record has been granted. Prior grades have not been used to calculate the student's current cumulative grade point average and will not count as credits attempted. All courses with grades below C- (1.7) have been removed from the cumulative credit hours earned. Courses for which the student previously earned a grade of C (2.0) or higher are treated in the same manner as transfer credit and will receive a TC indicator (#) in place of the course grade."

Request to Retain the Previous Academic Record

In rare circumstances, the reevaluation procedure described above may not be advantageous to the student. In such cases, the student may submit a request to the **Executive Director** to be readmitted with the same academic record that existed at the time of withdrawal or dismissal.

The Executive Director will review the request and determine whether the student may be readmitted under the previous academic record.

STUDENTS SEEKING REASONABLE ACCOMMODATIONS

Statement of Non-Discrimination and Accommodation

Lansdale School of Business does not discriminate based on disability. Consistent with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and applicable state and local laws, reasonable accommodations may be available to qualified individuals with disabilities to support equal access to the school's educational programs and resources.

Students and applicants seeking an accommodation should contact the Dean of Students and provide appropriate documentation supporting the disability and requested accommodation. Disability-related information will be treated as confidential in accordance with applicable law.

Individuals are encouraged to submit requests at least two weeks before the accommodation is needed to allow adequate time for review.

TRANSFER CREDIT POLICY

Transfer Students

Students transferring from another postsecondary institution may apply for admission by following the procedures outlined in the **Application** section of this catalog. In addition to the application requirements, transfer students must complete an **Advanced Standing Form** and provide a transcript from each postsecondary institution previously attended. Course descriptions or catalog information may be requested for courses being considered for transfer.

Transfer credit may be awarded for coursework completed at an accredited institution when the course is comparable in content and objectives to coursework offered by Lansdale School of Business. Courses must have been completed with a grade of **"C" (2.0) or better**. Courses completed on a pass/fail basis are not eligible for transfer unless the transcript identifies an equivalent passing grade that meets the minimum requirement.

Transfer credits are evaluated after the student has been formally admitted. A placement examination may also be required.

No more than **50% of the credits required for completion of a program** may be accepted through transfer credit and/or examination credit. Transfer students must complete at least **50% of the credits required for graduation** at Lansdale School of Business, including at least **50% of the applicable division and concentration requirements**.

Transfer credit does not necessarily reduce the amount of time required to complete a program. Students should not enroll in a course for which transfer credit has been requested until the transfer evaluation has been completed. Once a student has attended the course, transfer credit for that course may no longer be awarded.

Transfer credits are recorded on the student's permanent academic record with a **"#"** designation. Transfer grades are not included in the calculation of the student's cumulative grade point average (CGPA). Transfer credits are counted as credits attempted and credits earned for purposes of academic progress.

Students are responsible for providing all required documentation in a timely manner.

Internal Transfer of Courses

Courses previously completed at Lansdale School of Business may be transferred between applicable programs, subject to program and prerequisite requirements. Passed courses will be recorded with the applicable letter grade on the student's transcript.

Age of Transfer Credit

Academic credits earned at an accredited institution that did not result in a completed degree generally must be no more than **10 years old** to be considered for transfer. Credits older than 10 years that were applied toward a completed degree may be considered when appropriate and approved by the Executive Director.

Transfer Credit While Enrolled

Transfer credit generally may not be earned from another institution while a student is enrolled at Lansdale School of Business. Exceptions may be considered by the Executive Director under special circumstances, such as a student relocating or entering military service. Any exception is subject to the student's academic standing and progress toward program completion.

Transfer of Lansdale School of Business Credit to Other Institutions

Lansdale School of Business does not guarantee that its credits or courses will transfer to another college, university, or postsecondary institution. The receiving institution independently determines whether credits are comparable, applicable, and acceptable toward its program requirements. Students should contact the receiving institution directly regarding transferability before enrolling in courses at Lansdale School of Business.

The identification of credit hours in this catalog represents a unit of academic measurement and should not be interpreted as a guarantee that those credits will be accepted by another institution.

Questions regarding transfer credit should be directed to the **Executive Director or Student Services Office**.

Credit by Examination

Students may earn credit for eligible courses by completing a credit-by-examination or proficiency examination. Credit-by-examination and proficiency examinations must be completed during the student's first two semesters at Lansdale School of Business (LSB). Examinations may not be taken after the completion of the student's second semester.

A student who wishes to challenge a course for which they are scheduled must contact the Dean of Students immediately to request a schedule adjustment. Once a student has attended a class, the student is no longer eligible to challenge that course. An examination that is not completed may not be retaken.

Credit earned through successful completion of a credit-by-examination is applied toward the credits required for graduation and is included as credits attempted and credits earned for Satisfactory Academic Progress (SAP) calculations. Earning credit through examination does not necessarily reduce the total time required to complete a program of study.

Students who have received 50 percent or more of the credits required for their program through transfer credit are not eligible to earn additional credits through credit-by-examination. Such students may challenge a course; however, they must complete another course to obtain the credits required for program completion.

Students who have transferred less than 50% of the credits required for their program may be eligible to earn additional credit through examination, subject to the school's credit limitations. Combined transfer, advanced-placement, and examination credit may not exceed the maximum percentage permitted for the student's program.

A student will not receive duplicate credit for the same course through transfer credit, credit by examination, or completion of the course at Lansdale School of Business. If a student elects to take a course for which transfer or examination credit has already been awarded, the course grade earned at Lansdale School of Business will be included in the student's CGPA, and duplicate credit will not be awarded.

Examination Fees

An administrative fee of **\$30** is charged for each credit-by-examination or proficiency examination, except for CIS140, Introduction to Word Processing, which has an administrative fee of **\$60**. In addition to the administrative fee, students who successfully challenge a course are charged tuition equal to **25 percent of the current tuition rate** for the course.

The examination fee must be paid at least **one business day before the scheduled examination** and is non-refundable. Payment may be made in person or by credit or debit card by telephone.

A student may reschedule a scheduled examination **one time without penalty**. Students who fail to attend a scheduled examination and do not notify the examination administrator at least one business day in advance will be charged the applicable administrative fee again when the examination is rescheduled.

Proficiency Exams

Proficiency exams are provided to the students for a \$30 administrative fee. The student may challenge a course for which proficiency exams are available, but will not receive credit hours for the course. Currently, CIS130 – Beginning Keyboarding is the only proficiency exam available.

Credit-by-Examination and Proficiency Examinations Available (Credit hour programs only)

Unless otherwise indicated, examinations are worth two credits.

Course	Course Title	Credits
CIS130	Beginning Keyboarding	Proficiency Exam – No Credit
CIS140	Introduction to Word Processing	2
CIS101	Introduction to Computers (MS Office Suite)	2
CIS150	Electronic Spreadsheets (Excel)	2
CIS160	Database Management (Access)	2
CIS170	Presentation Graphics (PowerPoint)	2
ACC101	Introduction to Accounting	4
MED110	Medical Terminology	4
MAT101	Business Mathematics	2
MAT103	Principles of Mathematics	2

Examination Coordinator: Kathy Ruggieri

Email: kruggieri@lsb.edu

ACADEMIC INFORMATION

Class Size

Class sizes vary by program and course based on instructional requirements, available equipment, and the level of individualized attention and practical experience required.

- Most classes have a maximum enrollment of approximately 40 – 60 students.
- Laboratory classes generally have a maximum enrollment of 18 students, depending on available equipment, laboratory space, and facility capacity.

Class sizes may vary as necessary to ensure that students receive appropriate instruction, supervision, attention, and practical experience in their chosen fields.

Course Changes

Lansdale School of Business recognizes that individual circumstances may require a student to reduce the number of credits being carried or change the program in which the student initially enrolled. Students may request these changes at any time by meeting with the Executive Director.

Courses may be added only during the first week of the term, which constitutes the Drop/Add period. No student may enter a course after the first week of class without permission of the Executive Director. Students must complete the necessary Drop/Add form and check with the business office and/or financial aid coordinator to ascertain what effect this action will have on the student's financial obligations if the number of credit hours increases or decreases. No student will be permitted into a course after the conclusion of the second week of classes unless approved by the instructor. Tuition charges will be adjusted when a change in enrollment status results in a corresponding change in tuition.

A course dropped during the Drop/Add period will not appear on the student's transcript for that term. Tuition will be adjusted when the student's enrollment status changes to three-quarter-time or half-time, as applicable.

A course dropped or withdrawn from after the Drop/Add period but before the midpoint of the course will be recorded on the transcript as a **W (Withdrawn)**. A W does not affect the student's grade point average (GPA/QPA), and no tuition adjustment will be made.

A course dropped after the midpoint of the course will receive a grade of **F** and will affect the student's GPA/QPA. No tuition adjustment will be made.

Change of Major

Students who wish to change their program of study, or add a major, must submit a request for a change using the appropriate LSB form. Students are to contact the Dean of Students to initiate a program change or addition. The change must be approved by the Executive Director and the student's Financial Aid Coordinator.

Students experiencing academic difficulties and wanting to continue their education in a new program of study may do so with the permission of the Executive Director and their financial aid advisor. Grades that are a C- (1.7) or less will not count for the new program and must be repeated if required for the new program of study. Grades of a C (2.0) or higher will transfer if part of the new program of study. These courses will be indicated with a transfer credit indicator (#) in place of the grade earned, and they will count as credits attempted and credits earned. The credits

will not be factored into the student's CGPA. A student may change their program of study two times because of academic difficulties. Transfer credits previously received from another school will not automatically count. These transfer credits will need to be reevaluated to ensure their relevance in the program of study. Students will need to meet all the requirements of SAP at the end of each semester. All courses previously taken and grades earned will remain on the student's official transcript.

Registration

New students must register at orientation on the dates listed in the college calendar. Before registration, new students should have completed all necessary enrollment papers through the Admissions Department. The school reserves the right to cancel courses for which there is insufficient registration. Continuing students will be notified of their registration date for the next session.

Student Schedules

All students are pre-scheduled by the Academic department to ensure that they will complete the requirements for their course of study in the shortest possible time. Normally, a student is scheduled for the same number of credits each semester unless the student contacts the Dean of Students to increase or decrease the course load. This requires the approval of the student's financial aid advisor. It is the student's responsibility to keep track of their courses completed to ensure that they are scheduled for all the courses needed for program completion. Students choosing to take courses out of the suggested sequence may find themselves short of the required courses prior to their desired graduation date. Many courses are sequential, and a student cannot be placed in an advanced course without taking the prerequisite course. Program completion is dependent on the number of credit hours or clock hours taken each semester and fulfilling all the requirements for the diploma or ASB degree sought.

Student schedules are distributed before the end of the current term. If a student identifies a conflict after receiving a term schedule, the student should meet with the Executive Director. LSB makes reasonable efforts to accommodate scheduling needs.

Students who encounter a scheduling conflict after the beginning of the term should also meet individually with the Executive Director. Every reasonable effort will be made to accommodate the student's circumstances.

Course Substitution

The school reserves the right to substitute courses to ensure that a student will complete their program of studies on time. Substitutions occur when a program course is not offered in time for a student to graduate and a related course is offered. These course substitutions need the approval of the Executive Director. A student who requests a course substitution must meet with the Executive Director to justify the request. Approval may be granted if the requested course meets the vocational objectives of the program. Substitutions are not permitted for state-mandated courses, i.e. general education courses or courses that are deemed critical to the successful completion of the program of study. Normally, a diploma program student will be allowed to make no more than two subject substitutions during the course of their program, and an ASB degree program student three.

Independent Study Policy

Lansdale School of Business recognizes that, in limited circumstances, a student may require an alternative method of completing an approved course requirement. An Independent Study may be authorized when a course is not available within the student's normal schedule or when an exceptional academic circumstance warrants an alternative

arrangement. Independent Study is not intended to replace regularly scheduled courses or to accommodate routine scheduling conflicts.

Eligibility

Independent Study may be considered for students who:

- Are currently enrolled and in good academic standing;
- Have demonstrated the ability to work independently and meet established academic deadlines;
- Have completed any prerequisite courses required for the course;
- Have an academic circumstance that supports the need for an Independent Study; and
- Receive prior approval from the appropriate School administrator and instructor.

Approval of an Independent Study is at the discretion of Lansdale School of Business. Submission of a request does not guarantee approval.

Independent Study Request and Approval

A student requesting an Independent Study must meet with the appropriate academic official and instructor to discuss the request. The request must identify the course, reason for the Independent Study, proposed schedule, learning objectives, assignments, methods of evaluation, and anticipated completion date.

An Independent Study Agreement must be completed and approved **before the student begins work under the Independent Study arrangement**. The agreement must include, at a minimum:

- Student's name and identification information;
- Course title and course number;
- Number of credits or clock hours, as applicable;
- Required textbooks, materials, and resources;
- Method of instruction and communication with the instructor;
- Beginning and completion dates; and
- Signatures of the student, instructor, and appropriate School administrator.

A copy of the approved agreement will be maintained in the student's academic record.

Academic Requirements

An Independent Study must provide academic content and learning outcomes comparable to those of the regularly offered course. The student is responsible for completing all assigned work and meeting the established deadlines.

The instructor will establish appropriate assignments, assessments, projects, examinations, or other methods of demonstrating achievement of the course learning outcomes. The instructor will monitor the student's progress and provide appropriate academic guidance throughout the Independent Study.

Students participating in an Independent Study are expected to maintain regular communication with the instructor and demonstrate satisfactory progress toward completion of the course requirements.

Grading and Completion

The final grade for an Independent Study will be determined by the instructor based on the requirements established in the approved Independent Study Agreement and the student's demonstrated achievement of the course learning outcomes.

Failure to complete the required assignments or assessments by the established completion date may result in a failing grade or other academic action consistent with School policy.

Any extension of the approved completion date must receive prior written approval from the appropriate School administrator and instructor.

Limitations

Independent Study is an academic accommodation provided on a case-by-case basis and is not an entitlement. Lansdale School of Business may limit the number of Independent Study courses a student may complete and may deny a request when the course can reasonably be completed through the regular course schedule.

Lansdale School of Business reserves the right to modify or discontinue an Independent Study arrangement when academic progress, attendance, or other established requirements are not being met.

Program Advisory Committees

Lansdale School of Business conducts annual Program Advisory Committee (PAC) meetings for each program or program group. These meetings help ensure that educational offerings remain relevant to community needs and aligned with current industry standards and workforce expectations.

PAC meetings may address:

- Alignment of programs with community and workforce needs;
- Curriculum and training requirements for local employment opportunities;
- Current trends, technologies, and standards within the applicable occupational field;
- Faculty qualifications and professional development;
- Instructional materials, equipment, and technological resources;
- Student learning and career preparation; and
- Recommendations for continuous program improvement.

Program Advisory Committees consist of individuals knowledgeable about the occupational areas served by the programs. Membership may include practicing professionals, employers, and other representatives of the employment community.

The recommendations of the PACs assist Lansdale School of Business in maintaining relevant programs and preparing graduates for successful entry into their chosen careers.

Course Sequence Changes

Course sequences are designed to provide students with progressively more advanced knowledge and skills. Individual courses may require prerequisites or foundational knowledge obtained through earlier coursework.

Course sequences may be revised when necessary because of curriculum changes, faculty availability, accreditation requirements, regulatory requirements, scheduling considerations, or other institutional needs. Changes may occur at any time and without prior notice.

Students may obtain the current course sequence for their program by contacting the Admissions Department.

Credit and Clock Hour Program Measurements

Programs are measured in semester credit hours or clock hours, as specified in the applicable program information.

A **clock hour** is defined as 50 minutes of instruction within 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, and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

One semester credit hour equals 45 units comprised of the following academic activities:

One clock hour in a didactic learning environment = 2 units

One clock hour in a supervised laboratory setting of instruction = 1.5 units One hour of externship = 1 unit

One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

Under ACCSC standards, a program recognized in credit hours must consist primarily of courses requiring out-of-class work or preparation. Programs that do not include an out-of-class work or preparation component are considered clock-hour programs.

Out-of-Class Work

Students are expected to devote time outside the classroom to reading, studying, reviewing, practicing, researching, and completing assignments to adequately understand course content and achieve academic success.

For each hour of lecture-based instruction, students should expect to devote approximately two hours to preparation and academic work outside of class.

Course syllabi identify the out-of-class learning activities required for each course and explain how those activities are evaluated and incorporated into the overall course grade.

Credit Load

For credit hour programs, the part-time academic credit load consists of four to ten credits per semester; the full-time academic credit load consists of twelve to twenty credits per semester. A student will be permitted to exceed the standard full-time load only in exceptional cases with approval by the Executive Director.

Academic Year Definition

For purposes of academic measurement:

- A **credit-hour program** academic year consists of 30 weeks of instructional time and 24 credit hours.
- A **clock-hour program** academic year consists of 30 weeks of instructional time and 900 clock hours.

Credentials Awarded

Lansdale School of Business awards specialized associate degrees and diplomas.

To earn a specialized associate degree or diploma, a student must successfully complete all courses and meet all applicable graduation requirements described in this catalog.

Final Examinations

Final examinations are held the last week of each session. No student is excused from these examinations. Some courses have final projects or presentations in lieu of final examinations.

Incomplete Policy

A grade of "I" (Incomplete) is given at the discretion of the instructor for any student who has a valid and documented reason for not completing assignments. Students who were negligent in completing their work will receive the grade they earned. An incomplete grade must be made up by the end of the first week of the following session. However, if the course is a prerequisite course, the student may not take the next level course. Incomplete grades can adversely affect a student's projected completion date.

In special cases, a student may request an extension of time to complete the assignments. This request must be made in writing and have the approval of the instructor and the Executive Director. Under normal circumstances no incomplete grade will be carried past the end of week seven of the following session and never past week ten. The final due date to satisfy an incomplete grade is determined by the instructor.

Incomplete grades not satisfactorily completed within the time allowed will result in the permanent grade being recorded based on the following criteria:

A grade of "F" will be recorded for any student who does not submit or complete required exams, tests or projects as listed in the course syllabus/outline.

If all required components have been satisfied, or if there are none for the course, then the grade recorded will be determined by the student receiving a grade of "0" for work not completed.

Incomplete grades are not counted as credits attempted or credits earned. Incomplete grades must be satisfied within the time limits set forth above, at which time the student's Satisfactory Academic Progress will be checked.

Class Assignments and Homework

Class assignments are due on the date designated by the instructor. A minimum of one hour of out-of-class student work is required for each hour of class lecture. For credit hour programs, it is the student's responsibility to contact the instructor when they will be absent from class and obtain any missed assignments. Should a student not be able to attend the first week of a session, the student is to notify the Dean of Students in advance. Not notifying the Dean of Students may result in a student's removal from the course if another student is on the waiting list for the course.

Attendance

Lansdale School of Business is a non-attendance-taking institution. Attendance is the responsibility of the instructors for their own record-keeping for credit hour programs. Students are expected to attend all classes. In the uncontrollable event of being absent, it is expected and the responsibility of the student to contact their instructors. The exception to this policy is the Practical Nursing Programs. Students enrolled in these programs are required to attend and successfully complete the clock hours required for their programs. Attendance is monitored by the instructors and forwarded to the business office.

Makeup Work Policy

Missed examinations may generally be made up within the period established by the instructor or course syllabus. Makeup examinations may be administered upon the student's return to school or on designated makeup dates, including midterm or end-of-term dates.

If a student does not complete a required makeup examination within the established timeframe, the missed grade may be recorded as 0% for purposes of calculating the course grade.

Certain examinations, including competency examinations or final examinations, may not be eligible for makeup. In such cases, a grade of 0% may be assigned. Applicable requirements will be identified in the course syllabus.

Students may make up missed classwork, but such work must be completed outside regular class hours and at the convenience of the instructor or administrator.

Missed hands-on laboratory activities may or may not be eligible for makeup. The instructor or appropriate administrator will determine eligibility on a case-by-case basis.

There is no additional charge for makeup work in credit-hour programs.

For clock-hour programs, students who fail to complete required clock hours will not be permitted to progress through the next level until all hours are made current.

The Veterans Administration does not permit makeup of hours for Veterans Benefits purposes.

Prerequisite Course Requirements

Prerequisite courses are designed to prepare students for success in subsequent courses. Prerequisites generally provide foundational information, theories, skills, and terminology required for higher-level coursework.

Prerequisite requirements are identified in course descriptions and syllabi.

Unless otherwise approved through advanced placement, prerequisite courses must be completed with a grade of C or better before the student may enroll in the subsequent course.

Course Repetitions

When a student repeats a course, both the original course and the repeated course remain on the transcript.

Only the most recent grade is used in the calculation of GPA/QPA. Both attempts are included when calculating the student's successful course completion rate.

Failed and Dropped Courses

When a course must be repeated because of failure, or when a dropped course is subsequently added to the student's schedule, the student's projected graduation date may be extended.

The extension may result from course scheduling, seat availability, prerequisite requirements, and the number of remaining courses required for graduation.

Students will be notified when a change in course scheduling is expected to affect the projected graduation date.

Withdrawal

Students wishing to withdraw from a course or program must meet with the Executive Director.

Students withdrawing from a program must also meet with:

- The Financial Aid Coordinator to complete the required exit interview; and
- The Fiscal Assistant to finalize any outstanding financial obligations.

Students who wish to return to LSB in the future must follow the Readmission Policy and Procedures contained in this catalog.

A student withdrawing from a course before the midpoint of the course will receive a W (Withdrawn) on the transcript. The W is not included in GPA/QPA calculations but is included when calculating the successful course completion percentage.

A student withdrawing from a course after the midpoint will receive an F, which will affect the GPA/QPA and successful course completion rate.

Effects of Course Withdrawals, Incompletions, and Failures

Course withdrawals, incomplete grades, failures, and leaves of absence may affect a student's academic progress, financial aid eligibility, course sequence, and expected graduation date.

Students experiencing academic difficulties are encouraged to communicate proactively with instructors, the Executive Director, Program Directors, or Dean of Students.

Lansdale School of Business will notify students, as applicable, when a course withdrawal, incomplete, failure, or leave of absence is expected to affect academic progress or the anticipated graduation date.

GRADE GRIEVANCE PROCEDURE

Lansdale School of Business strives to address student concerns promptly and fairly.

Students with concerns regarding a particular class or instructor should first discuss the matter privately with the instructor. If a satisfactory resolution cannot be reached, the student should meet with the Department Director. If additional action is necessary, the student should contact the Executive Director.

Level I Grade Appeal Process

A student who believes a grade assigned by a faculty member is incorrect should first discuss the matter directly with the faculty member and attempt to resolve the concern.

Students who attempt to initiate the Grade Appeal Process at a higher administrative level may be directed back to the faculty member as the first step.

If the concern cannot be resolved with the faculty member, the student may meet with the appropriate Program Director

- Make a good-faith effort to facilitate communication between the student and faculty member;
- Inform the faculty member of the student's concern, when appropriate;
- Listen to the student's concerns;
- Inform the student that the concerns will be communicated to the faculty member; and
- Attempt to mediate a resolution.

Under no circumstances should a student be subject to retaliation for seeking resolution of a student-faculty dispute.

If the matter remains unresolved, the student must document the complaint in writing and submit it to the Campus President or Executive Director.

The Executive Director will review the complaint and determine whether further action is warranted. If the complaint is denied, the student may appeal through Level II.

If the complaint appears to have a valid basis, the faculty member may be asked to provide a written response. The Executive Director will review the response and may dismiss the complaint or schedule a conference with the student and faculty member to seek resolution.

Level II Grade Appeal Process

A student wishing to initiate Level II of the Grade Appeal Process must submit an appeal form to the Executive Director within fourteen (14) calendar days of receiving the grade.

The Executive Director, in consultation with appropriate senior administrators, will determine whether the appeal has a substantive basis. If so, an Appeals Committee composed of individuals unaffiliated with the matter will be appointed to provide an objective review.

A hearing may be scheduled for the student and school officials to present relevant information. The committee will review the evidence and render a decision.

A substantive appeal may be based on:

Capricious Evaluation

A significant and unwarranted deviation from grading procedures or course requirements established at the beginning of the course, or the assignment of a grade arbitrarily or based on whim or impulse.

A student may not claim capricious evaluation merely because the student disagrees with an instructor's subjective professional judgment.

Error

A demonstrable mathematical, clerical, or other objective error that resulted in the entry of an incorrect grade.

The student may submit a written narrative providing additional context. The faculty member may be asked to provide the course grading procedures and other pertinent information.

Appeals based on capricious evaluation will be reviewed in light of the grading and evaluation procedures announced for the course.

The committee's decision will be documented and communicated to the student by email, standard mail, and certified mail following the hearing.

Questions and Concerns

Any questions, concerns, or grievances a student has about LSB may be directed to the appropriate person. Concerns should first be raised on an informal basis with the instructor or staff member with whom the student has a concern. In most cases, the concern can be resolved in this manner. If this approach does not resolve the concern, students may begin the formal grievance procedure by presenting a written description of the complaint to the instructor or staff member with whom the student has a grievance. This written complaint should include as much information as possible to help in addressing the concern and must include the student's name, address, email address, along with mobile and landline numbers.

In the event that a resolution is not achieved at this first level, the student must request that the concern be considered at the next level. There are four levels in the formal grievance process. At the first level, the instructor or staff member addresses the concern. At the second level, the Dean of Students addresses the concern. At the third level, the Director of Admissions or Student Finance addresses the concern, where appropriate. At the fourth level, the Executive Director addresses the concern. The student and institution both agree that any grievance still remaining will be finally resolved. The student and institution both agree that any grievance still remaining will be finally resolved through binding arbitration. Any concerns not acceptably resolved by the Executive Director may be brought to the attention of the State Board of Private Licensed Schools at the following address: Pennsylvania Department of Education, State Board of Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA 17120.

STUDENT COMPLAINT PROCEDURE

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 contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

The following is an outline of the Commission's process. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (Marianne Johnson/Executive Director).

CLINICAL ROTATIONS AND HIPAA POLICY

Students enrolled in the Nursing program complete clinical rotations. Clinical rotations begin at various points in the student's program, depending upon program requirements.

Students in the program will receive and acknowledge that they have read and received the Practical Nursing Handbook. This handbook is also available on the website and student portal. Students are responsible for reviewing and complying with the policies, procedures, and expectations contained in the applicable program handbook.

Students must have reliable transportation to and from clinical sites and specialty rotations. Clinical rotations are generally limited to a 25-mile radius of the campus location, although specific requirements may vary by program.

Students must achieve a passing grade in each program-specific course as defined by the applicable program handbook before advancing to the next clinical rotation.

If a clinical site requests that a student be removed from the site for any reason, the student will receive a failing grade for the applicable course. Students should consult their program handbook for remediation and readmission procedures.

A student who is removed from a clinical rotation twice will be dismissed from the program.

Violations of clinical handbook policies, including HIPAA requirements and unauthorized use of cell phones or social media while at clinical sites, may result in dismissal from the program.

HIPAA, Patient Privacy, and Safety

Lansdale School of Business is committed to protecting patient privacy and maintaining compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

HIPAA is a federal law that protects sensitive patient health information from unauthorized disclosure.

Protected Health Information (PHI) includes information concerning an individual's health status, healthcare services, or payment for healthcare that can be linked to an identifiable individual.

A **HIPAA violation** includes unauthorized access, use, or disclosure of PHI, whether intentional or accidental.

Examples of prohibited conduct include:

- Discussing patient information in public areas;
- Sharing PHI through unsecured email, text messages, or social media;
- Accessing patient records without a legitimate clinical need;
- Taking photographs or videos of patients without authorization;
- Leaving patient charts or electronic devices containing PHI unattended; and
- Posting patient information on social media, whether intentionally or accidentally.

Students must immediately report suspected HIPAA violations to the Clinical Site Supervisor and to the appropriate Lansdale School of Business Clinical Instructor.

Reports may be made confidentially and without fear of retaliation.

Upon receiving a report of a potential HIPAA violation:

1. The Clinical Education Office will conduct a timely investigation.
2. The student will be notified and allowed to respond.
3. Findings and resulting actions will be documented and maintained in the student's academic record, as appropriate.

Disciplinary action will depend upon the severity and frequency of the violation.

Violation Level	Examples	Possible Disciplinary Action
Level 1 – Minor	Accidental, first-time violation, such as discussing a case in a semi-private area	Written warning, notification of appropriate personnel, and HIPAA retraining
Level 2 – Moderate	Inappropriate access to records without intent to cause harm	Written warning, suspension from clinical rotation, and required remediation
Level 3 – Severe	Intentional or accidental misuse or disclosure of PHI, posting PHI online or on social media, or repeated violations	Immediate removal from clinical rotation and dismissal from the program

HIPAA Appeals

Students may appeal disciplinary decisions within ten (10) business days of notification. Appeals must be submitted in writing according to the procedures outlined in the Grade Appeal section of this catalog.

Confidentiality

Investigations and proceedings related to HIPAA violations will be conducted in a manner that protects confidentiality to the extent reasonably possible.

HIPAA Training and Acknowledgment

Students must complete all institutional and clinical-site (site-specific) HIPAA training and review and sign the applicable policy acknowledgment before beginning clinical rotations. This policy can be found in the Nursing Handbook. By signing the acknowledgment, students confirm their understanding of and agreement to comply with HIPAA and applicable patient

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

Lansdale School of Business measures student progress toward completion of the student's enrolled program using both qualitative and quantitative standards.

To maintain Satisfactory Academic Progress (SAP), students must maintain the required cumulative grade point average (QPA) and successfully complete courses at the required rate.

Maximum Timeframe

Students must complete their program within a maximum timeframe of **150% of the published program length**, measured in applicable credit or clock hours.

The maximum timeframe includes all attempted credit hours or scheduled clock hours for which the student has incurred a financial obligation or for which federal financial aid has been disbursed.

SAP Evaluation Standards

Evaluation Point	Minimum Cumulative QPA	Minimum Successful Completion Rate
25% of maximum program length*	1.25	55%
50% of maximum program length**	1.50	60%
100% of maximum program length**	2.00	67%

* Academic probation is required at this evaluation point when applicable.

** Students who do not meet the applicable SAP standards may become ineligible for financial aid.

Each student's progress is evaluated after each grading period.

Students must maintain a minimum cumulative QPA of 2.0 and a successful course completion rate of at least 67% to remain in good academic standing under the general SAP requirements.

Students who do not meet the applicable SAP standards may be placed on academic probation.

Program Changes and SAP

When a student changes programs or returns to LSB to earn an additional credential, only grades for courses applicable to the student's new program are used when calculating academic progress.

For purposes of determining whether the student can complete the new program within the maximum allowable timeframe, credits attempted in a previous program are not included, as applicable under institutional policy.

Grades of A, B, C, D, F, W, P, and I are included when calculating the successful course completion percentage.

Grades T are not included in the successful course completion percentage.

Reestablishing Satisfactory Academic Progress

A student may reestablish SAP by improving the cumulative QPA and/or successful course completion rate to the applicable minimum standard by the next evaluation period.

A student placed on academic probation who subsequently meets SAP requirements will be removed from academic probation.

If a student's cumulative QPA falls below 3.0, the student will be placed on academic probation.

If a student's QPA remains below 3.0 for two consecutive terms while on academic probation, the student will be terminated from the program.

A student whose current term GPA is 3.0 or higher but whose cumulative QPA remains below 3.0 may continue in the program on extended probation if the student demonstrates continued academic progress and has sufficient remaining coursework to achieve a cumulative QPA of 3.0 by graduation.

Students may not graduate from these programs with a cumulative QPA below 3.0.

Students on academic probation must demonstrate improvement during the term immediately following placement on probation to continue progressing through the program.

Students on extended probation may continue as long as they demonstrate academic progress each term and remain mathematically capable of achieving the required 3.0 cumulative QPA.

Students should consult the applicable program student handbook for additional academic standards, minimum GPA requirements, and program-specific policies.

ACADEMIC PROBATION

At the end of each term, Lansdale School of Business evaluates student transcripts against the applicable SAP standards.

A student who, because of failed or withdrawn courses, is no longer able to complete the program within the maximum allowable timeframe may be dismissed for failure to maintain satisfactory academic progress.

A student whose cumulative QPA falls below 2.0 for the first time during a term will generally be placed on academic probation. The student will meet with the Dean of Students or Program Director and complete an advising form acknowledging the probationary status.

An academic improvement plan may be developed and may include tutoring, academic coaching, regular advising, or other strategies designed to improve academic performance.

At the end of the following term, one of the following outcomes will apply:

- If the student's term GPA is sufficiently high to raise the cumulative QPA above 2.0, the student will return to good academic standing.
- If the student's term GPA is above 2.0 but the cumulative QPA remains below 2.0, the student may be placed on extended probation if the student remains capable of completing the program with the required 2.0 cumulative QPA within the maximum timeframe.
- For Veterans Administration purposes, the student may be dismissed for failure to meet applicable probationary requirements.
- If the student's term GPA is below 2.0, the student will be dismissed for failure to meet the terms of academic probation.

A student dismissed for academic reasons will not be eligible for readmission for a minimum of one term.

Students seeking readmission must follow the Readmission Policy and Procedures contained in this catalog.

Students returning following a probationary dismissal must achieve a term GPA of at least 2.0 at the end of the probationary period to continue their studies.

SAP APPEAL PROCESS

A student may appeal a determination that the student has failed to maintain satisfactory academic progress and/or a resulting termination of financial aid.

Appeals must be submitted to the Executive Director and should identify the extenuating circumstances affecting the student's academic performance.

When appropriate, LSB may determine that a student is making satisfactory progress despite not meeting the minimum SAP standards. Supporting documentation will be maintained in the student's file.

Students experiencing academic difficulties are encouraged to communicate proactively with instructors, Executive Director, Program Directors, or Dean of Students.

Lansdale School of Business will notify students, as applicable, when a course withdrawal, incomplete, failure, or leave of absence is expected to affect academic progress or the anticipated graduation date.

Grading System

Final grades in courses are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, WF, I, *, CR, NC, #, \$, P/F

The key to grades is as follows:

A, A-	Excellent—Sustained mastery of course.
B+, B, B-	Good—Displayed accurate knowledge of course.
C+, C, C-	Satisfactory— Continuation competency—Defined to mean that the student has achieved a level of proficiency so that he or she is prepared to take any subsequent course that has this course as a prerequisite, except for medical courses which require a minimum grade of a C.
D+, D, D-	Unsatisfactory, but passing—Defined to mean that the student has achieved a minimum level of proficiency so that the course may be applied towards graduation except for medical . If the course is a prerequisite course the student must usually retake the course, unless in the estimation of the instructor the student showed progress and is permitted to take the next level course.
F	Failure—Course may not be used towards graduation.
W	Withdraw —To be given to a student who voluntarily withdraws from a course before the midpoint of that particular course. This grade is also given to a student who officially withdraws from the school before the midpoint and the grade at the time of withdrawal is a passing grade. This grade does not affect the student's cumulative grade point average.
WF	Withdraw/Fail—To be given to a student who withdraws from a course after the midpoint of a particular course, regardless of the grade at the time of withdrawal. A WF is also given to a student who withdraws from the school if the student does not have a passing grade in the course, at the time of withdrawal. This grade is entered into the student's grade point average as an "F."
I	Incomplete—a grade of "I" (Incomplete) is given to a student as a temporary grade when all required coursework is not completed due to medical or other unforeseen and verifiable reasons.
*	Indicates midpoint of course— To be given at the end of the session to indicate the midpoint of a two-session course. This symbol does not affect the student's grade point average.
CR	Credit Earned—Student given credit for the course, usually through a placement exam, but no grade given.
NC	No Credit Earned—Student not given credit for a course. An example is a proficiency exam, or a credit by exam for which the student does not want credit.
NG	No grade given
#	Courses Repeated and Transfer Credits are all noted with a pound (#) sign. If a course is repeated for which credits have been awarded, the quality points of the highest grade are calculated in computing the cumulative average.
\$	Credits earned for passing a <i>credit by exam</i> test.

P, F	P = Pass Satisfactory completion of course F= Fail Unsatisfactory completion of course. Course must be repeated
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Grade Point Average

Grades correspond with quality points as follows:

Grade	Definition	Grade Points Per Credit
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Unsatisfactory	1.0
D-		0.7
F	Failure	0.0
I	Incomplete	0.0
W	Withdraw	0.0
WF	Withdraw/Failing	0.0
NC	No Credit Earned	0.0
NG	No Grade Given	
CR	Credit Earned	0.0
*	Indicates mid-part of course	0.0
**	Indicates mid-point of repeated course	
#	Course not in GPA	0.0
\$	Credit by exam	0.0

To calculate the quality points for each course, credits are multiplied by the quality points for the grade given. The GPA is then determined by dividing the total number of quality points by the number of credits. Credits for grades of F and WF are included in the calculation. A student's transcript reflects both the GPA earned for the individual session and a cumulative average.

Sample GPA Computation

Grade Points					Credits		Grade Point Total
ACC 101		A	4.0	X	4	=	16.0
BUS 111		C	2.0	X	2	=	4.0
ENG 101		B+	3.3	X	4	=	13.2
CIS 101		C-	1.7	X	2	=	3.4
					——		——
					12		36.6

GPA = 36.6 divided by 12 = 3.05

LSB Standard Grading Scale

A	93 - 100
A-	90 - 92.9
B+	88 - 89.9
B	83 - 87.9
B-	80 - 82.9
C+	78 - 79.9
C	73 - 77.9
C-	70 - 72.9
D+	68 - 69.9
D	63 - 67.9
D-	60 - 62.9
F	59.9 or below

Dean's List

To qualify for the Dean's List, students enrolled in a credit hour program must have completed courses totaling a minimum of six credits for the session and have a session GPA of at least 3.5. Courses completed in that session only will be used to determine a student's eligibility. Students with incomplete grades will not be eligible for the Dean's List. Transfer credits and credits-by-exam are not counted to determine eligibility for the Dean's List.

Withdrawal from School

If a student wishes to withdraw from school, they must first notify the Student Services Coordinator and should complete a Withdrawal Form. The notification to the school by the student may be in writing (by post or email) or by phone. The date the notification is received is the recorded date of determination. Courses a student withdraws from are counted as credits attempted.

This is a withdrawal in accordance with Federal Regulations and LSB is required to complete a Return to Title IV calculation and remit refunds in a timely fashion.

Temporary Interruption in Attendance (TIA)

A student who begins taking a class or classes during the first session of their semester and then advises LSB that they cannot finish the session but wants to confirm attendance for the second session of the semester must complete a Temporary Interruption in Attendance (TIA) form. The effective date of the TIA is the day on which the student notifies LSB of their inability to complete the first session and also provides confirmation of attendance for the second session of their current semester.

This is not a withdrawal in accordance with Federal Regulations and LSB is not required to complete a Return to Title IV calculation.

A student who stops attending class after they have attended a class during the session will be considered as an active student until the end of that session unless they notify the school that they are withdrawing from school or taking a TIA. If the student does not register for the following session, the student will be withdrawn from school with an effective date as of the last date of the previous session or in the case of a TIA the effective date of withdraw will be the recorded date on the TIA. Classes a student withdraws from are counted as credits attempted.

Exit Interviews

Students who want to discontinue their education for any reason are required to schedule exit counseling with their financial aid advisor. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

Satisfactory Academic Progress Standards for Federal Aid

These standards apply to all students: part-time; full-time; cash-paying students and those receiving any form of financial assistance.

A student must meet the minimum standards of academic achievement and successful course completion as outlined in the Satisfactory Progress Table while enrolled to receive federal financial aid. Students who are placed on financial aid warning (see below), or who have submitted a successful appeal to a determination of unsatisfactory progress also remain eligible for federal financial aid.

Veterans Satisfactory Academic Progress Policy

All students receiving Veterans Educational Benefits not meeting the Lansdale School of Business SAP requirements will be withdrawn, and the VA will be contacted immediately.

Evaluation Points for Federal Financial Aid

A student's progress will be evaluated at the end of each student's enrollment period. Students need to meet the requirements as listed in the Satisfactory Progress Table at the 30% checkpoint or higher.

Federal Financial Aid Keyed to Academic Performance

A student who does not achieve the required CGPA or who is not completing his or her educational program at the required pace of completion is no longer eligible to receive assistance under Title IV.

Financial Aid Warning - (FAW)

A student who fails to make satisfactory academic progress at the end of their payment period and who is at the 30% checkpoint on the Satisfactory Progress Table is placed on FAW. The student may receive financial aid for one more payment period without filing an appeal. All courses taken while on FAW count towards a student's Cumulative Grade Point Average (CGPA) and the student's Successful Completed Percentage (SCP). Repeated courses count as credits attempted, but not for credits earned if credit was previously awarded. Repeated courses will only have the highest grade earned count for CGPA.

A student may not be placed on FAW for consecutive payment periods. A student who does not meet the standards at the end of the subsequent payment period is ineligible for further federal aid unless a successful appeal is granted.

Appeal of Financial Aid Warning

A student not meeting the satisfactory progress academic standards and having had his or her federal financial aid revoked may request a reconsideration in order to continue receiving assistance under the Title IV, HEA programs. A student must submit their appeal in writing to the Executive Director within two weeks of the determination of unsatisfactory academic progress. The appeal must document the circumstances that led to the student's failure to meet the required academic standards. The student must demonstrate that these unusual circumstances had an adverse impact on the student's satisfactory progress such as poor health, family crises, or other significant occurrences outside the control of the student. The student needs to include a statement as to what has changed in their situation that will result in successful completion of their program of study. The student may be granted a "probationary" period not to exceed one payment period, or the appeal may be denied. The decision of the Executive Director will be issued in writing and is final. Courses taken while appealing a FAW are factored in a student's Cumulative Grade Point Average (CGPA). The credits are also applied towards the student's Successful Completed Percentage (SCP). Repeated courses will only have the highest grade earned count for CGPA and will count as credits attempted.

Financial Aid Probation

A student who fails to make satisfactory academic progress at the end of a payment period, and who was placed on financial aid warning is ineligible for further financial aid unless the student has successfully appealed and is granted financial aid probation. The student will then have his or her eligibility reinstated for the subsequent payment period.

Reinstatement of Federal Financial Aid

Federal student financial aid that was suspended for a student not meeting SAP standards may be reinstated when the student improves their SAP to the minimum standards required at their checkpoint. A student may receive further assistance if the student met the requirements established by the academic plan; failure to meet the school's satisfactory progress standards within the time frame established will result in the denial of further federal financial aid. A student who was not making SAP at the beginning of the payment period but has made SAP by the end of the payment period will be eligible for federal aid for that payment period.

Minimum Academic Achievement

A cumulative grade point average of 2.00 or better overall is required to graduate. A student must achieve the required CGPA and SCP benchmarks at the specified evaluation points as found in the Satisfactory Progress Table in order to remain enrolled as a regular student. Additional requirements apply to some Allied Health, and Practical Nursing programs as described in the Programs of Study section.

Maximum Time Frame

A student who does not successfully complete their program of study with the minimum number of courses required will have to continue to attend beyond the standard length of the program to complete the program. A student can not receive an ASB degree or diploma if it exceeds one-and-a-half times the specified normal program length. The Maximum Time Frame (MTF) is one-and-a-half times (1.5) times the student's normal program length in terms of credit hours. Transfer credits and credits received by exam count as credits attempted and credits completed. Failure to complete the program during the MTF may result in the dismissal of the student from the institution. A student who does not complete their program of study in the MTF may not be reenrolled in the same program of study in the future. A student dismissed due to failure to meet MTF may appeal, but will need to document what created the situation and what has changed so that the program of study can be completed without additional delay.

Successful Course Completion

A student must successfully complete the specified minimum percentages of the courses attempted in order to remain enrolled as a regular student. The following criteria apply to determine a course successfully completed:

- **Course repetitions** – a course that is repeated is counted as credits attempted. A student who wants to repeat a course to improve their CGPA if the original grade received met the minimum grade needed to satisfy program completion requirements may do so one time and still receive federal financial aid. Students who did not meet the requirements needed may repeat a course as often as necessary until the minimum required grade is achieved. All repeated courses affect satisfactory progress calculations. All attempts will be a part of the student's permanent record. A student who receives a transfer credit or a credit by exam and subsequently takes the course at LSB will have the grade earned for the course calculated in their GPA.
- **Course withdrawal** – Students who withdraw from school after the first week of a session will have those courses treated as credits attempted.
- **Credit by exam** – a course that was successfully challenged counts towards successful course completion and credits attempted if the student elects to receive credit for the course.
- **Incomplete grade** – a course is not considered complete until a final grade is recorded. When a grade is submitted it will be factored into the student's CGPA and the course will affect the SCP.
- **Transfer credits** – a course for which transfer credits were awarded count towards successful course completion and credits attempted.

Satisfactory Academic Progress Table (S.A.P.)

Evaluation Points Attempted Credits	Minimum GPA Required	Pace - Minimum Successful Course Completion of Credit Hours percentage required at designated evaluation point (cumulative number of hours successfully completed divided by the cumulative number of hours attempted)
20% of maximum time frame	1.00	40%
30% of maximum time frame	1.25	55%
50% of maximum time frame	1.50	60%
75% of maximum time frame	1.75	65%
100% of maximum time frame	2.00 overall	67%

Leave of Absence Policy

Lansdale School of Business maintains a Leave of Absence (LOA) policy that distinguishes between students enrolled in **credit-hour programs** and students enrolled in the **Practical Nursing clock-hour program**. The treatment of a leave for financial aid purposes is determined by the type of program in which the student is enrolled.

Credit-Hour Programs

Students enrolled in a credit-hour program at Lansdale School of Business **may not take a Leave of Absence (LOA) for financial aid purposes**.

If an active student enrolled in a credit-hour program needs to interrupt their education and is unable to continue attending classes, the interruption will be treated as a **withdrawal from the School for financial aid purposes**. The applicable federal and institutional financial aid requirements will be followed in determining the student's withdrawal status and any required financial aid adjustments.

A student who intends to return to Lansdale School of Business may complete a **TIA (Temporary Interruption of Attendance) form**. The TIA form allows the School to document the student's anticipated return and maintain appropriate scheduling information for the student's return to the program. However, completion of a TIA form **does not change the student's financial aid status**. For financial aid purposes, the student will continue to be processed as a withdrawal.

Upon returning to the School, the student must satisfy all applicable admission, academic, financial, and program requirements in effect at the time of return.

Students enrolled in the **Practical Nursing Program**, which is a clock-hour program, may be granted a Leave of Absence when the leave meets the requirements of the School and applicable federal financial aid regulations.

A student granted an approved LOA must return to the Practical Nursing Program **at the same point in the program at which the student began the leave**. The student must return within **180 calendar days** from the date the leave began.

During an approved LOA, the student is not considered withdrawn from the School, provided the student complies with the requirements of the LOA and returns within the required 180-day period.

Failure to Return From a Leave of Absence

If a student does not return from an approved LOA within **180 calendar days**, the student will be considered **withdrawn from the program**.

For purposes of determining the student's withdrawal status, the **withdrawal date will be the original date on which the student began the approved Leave of Absence**.

The **date of determination** will be the date on which:

1. The student notifies Lansdale School of Business that they will not be returning from the leave; or
2. The 180th calendar day of the approved Leave of Absence is reached, if the student has not returned to the program.

When a student is determined to have withdrawn, Lansdale School of Business will process the withdrawal in accordance with applicable federal financial aid regulations and institutional policies, including any required review or adjustment of Title IV financial aid.

Return From Leave

Students returning from an approved Leave of Absence must contact the appropriate School official prior to their scheduled return. The student will be expected to resume the program at the same academic or instructional point at which the leave began, subject to program availability and applicable academic and administrative requirements.

Lansdale School of Business reserves the right to require appropriate documentation supporting a Leave of Absence and to apply all applicable federal, state, and institutional requirements governing student enrollment, attendance, withdrawals, and financial aid.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS TABLES (S.A.P.)

Credit Hour Degree and Diploma Programs

A student who does not meet any one of the required benchmarks at the 50% or higher checkpoint is subject to academic dismissal and could lose their financial aid.

70 Credit Program * Maximum Program Length 104 credits							
	Student		20%	30%	50%	75%	100%
Credits Attempted:	34		20	30	52	78	104
Credits Earned:	32		14	22	36	54	70
Quality Points:	86.40		1.00	1.25	1.50	1.75	2.00
Credits for GPA:	44						
Cumulative GPA:	2.70						
Successful Completion Percentage (SCP)	94%		40%	55%	60%	65%	67%

*In this example of a student in a 70-credit program, the student attempted 34 credits. The student is at the 30% checkpoint. At this checkpoint, the student must have earned 22 credits, have a minimum GPA of 1.25 and a 55% SCP. The student meets all of the criteria at the 30% checkpoint.

42 Credit Program** Maximum Program Length 60 credits						
	Student	20%	30%	50%	75%	100%
Credits Attempted:	34	12	18	30	44	60
Credits Earned:	34	8	12	20	30	40
Quality Points:	44.20	1.00	1.25	1.50	1.75	2.00
Credits for GPA:	34					
Cumulative GPA:	1.30					
Successful Completion Percentage (SCP)	100%	40%	55%	60%	65%	67%

**In this example of a student in a 42-credit program, the student attempted 34 credits which places the student at the 50% checkpoint. At this checkpoint, the student must have earned 20 credits, have a minimum GPA of 1.50 and a 60% SCP. The student has a GPA is 1.30, earned 34 credits and also has a SCP of 100%. While the credits earned and the SCP is exemplary, the student will be academically dismissed if he or she is at the end of his or her semester. Why? Because the student is at the 50% checkpoint and the student's GPA is 1.30, below the 1.50 required. If the student was in the mid-point of a semester (end of a session), the student would be counseled and could recover.

30 Credit Program*** Maximum Program Length 44 credits						
	Student	20%	30%	50%	75%	100%
Credits Attempted:	22	8	12	22	33	44
Credits Earned:	12	6	8	16	24	30
Quality Points:	50.6	1.00	1.25	1.50	1.75	2.00
Credits for GPA:	22					
Cumulative GPA:	2.30					
Successful Completion Percentage (SCP)	55%	40%	55%	60%	65%	67%

***In this example of a student in a 30-credit program, the student attempted 22 credits which places the student at the 50% checkpoint. At this checkpoint, the student must have earned 16 credits, have a minimum GPA of 1.50 and a 60% SCP. The student's GPA is fine at 2.30, however the student has only earned 12 credits and also has a SCP of 55%, both of which fall

below the bench marks. This means the student will be academically dismissed if he or she is at the end of their semester. If the student was in the mid-point of a semester (end of a session), the student would be counseled and could recover.

STANDARDS OF SATISFACTORY PROGRESS TABLES

Clock Hour Program – Practical Nursing

The Practical Nursing program is a clock hour program and the basic standards are the same as for the credit hour program above, except the benchmarks fall in place at clock hours attempted. The student needs to have the minimum grade at each checkpoint in order to continue in the program. For example, a student who has attempted 270 hours and less than 450 hours must have a minimum grade of 78% or face academic dismissal.

PRACTICAL NURSING

1500 clock hours

1500 HOUR PROGRAM	20%	30%	50%	75%	100%
Hours attempted	450	675	1125	1688	2250
Hours needed	300	450	750	1125	1500
Grade needed	78%	78%	78%	78%	78%

In addition to the above:

All Practical Nursing students needs to meet the following criteria:

Achieve a minimum grade of a C+ (78%) in the all courses, as well as cumulatively, in order to successfully complete the program.

Failure to meet the required minimum grade of 78% in any of these courses will require the student to either repeat the course(s) before they can complete the program, or withdraw from the Practical Nursing Program. Note: Practical Nursing students many not receive Financial aid for any repeated course.

Maximum Time Frame

(MTF)- One-and-a-half times (1.5) times normal program length in terms of time and clock hours. The Practical Nursing program is 1500 hours in length and students must have completed the program within 2250 attempted clock hours. In terms of time since a full-time Practical Nursing schedule is 4 terms, a student may attend no more than 6 terms.

Practical Nursing Division

The Practical Nursing division adheres to the same benchmarks as listed in the Satisfactory Progress Table above, but the time frame is based on clock hours.

Academic Counseling

A student who is not meeting Satisfactory Academic Progress Standards will receive academic counseling.

Academic Probation

Even though a student exceeds the minimum standards for academic achievement described in the Standards, the student will be placed on probation if the student's GPA at the 30% evaluation point or higher is less than what is required for graduation. All students placed on probation will be notified. Students will remain on probation until their CGPA is improved to 2.00 or better, or until they are dismissed from the school for not meeting the published standards. A student placed on Academic Probation will remain eligible for federal financial aid during the probation period if they meet the Satisfactory Academic Progress Standards for Federal Aid.

Academic Dismissal

A student is academically dismissed from school as a regular student when their academic criteria do not meet the benchmarks required at the 50% evaluation point or above following the end of the student's semester in which they fail to meet those standards. This includes cumulative grade point average, credits earned and successful completion percentage. Students dismissed may be able to continue their studies at LSB without financial aid as described in the *Continuation as a non-regular student* section that follows.

Continuation as a non-regular student

If a student fails at the 50% evaluation point or above to meet either the minimum academic achievement or successful course completion standards previously described above, the student may no longer continue at Lansdale School of Business as a regular student and is no longer eligible for government student aid. The student is academically dismissed from the program of study; however, if approved by the Executive Director, the student may continue as a non-regular student for a period of time not greater than one semester and will not be eligible for Federal and State student aid in order to retake courses or to practice skills at which the student was previously unsuccessful. All courses taken as a non-regular student count towards a student's Cumulative Grade Point Average (CGPA). The credits are also applied towards the student's Successful Completed Percentage (SCP). Repeated courses will have the highest grade earned count for CGPA. During this period the student will be charged tuition consistent with stated tuition fees.

Course Withdrawals

A student who withdraws from a course prior to the midpoint of the class will receive a grade of "W", unless the student was failing at the time of withdrawal which will result in a grade of "WF". A student who withdraws from a course after the midpoint of a session will have a grade of "WF" recorded at the time of the withdrawal regardless of the grade at the time of withdrawal. The course(s) will also be calculated as credits attempted which affect the student's SCP. A "WF" grade will affect a student's CGPA. The midpoint of a session is defined as the end of week five.

Appeal of notice of academic dismissal

A student must submit their appeal in writing to the Executive Director within two weeks of receiving notification of academic dismissal. The circumstances, such as poor health, family crises, or other significant occurrences outside the control of the student, must be documented, and the student must demonstrate that they had an adverse impact on the student's satisfactory progress. The student needs to include a statement as to what has changed in his/her situation that will result in successful completion of his/her program of study.

The student may be granted a "probationary" period not to exceed one payment period, or the appeal may be denied. The decision of the Executive Director will be issued in writing and is final. No waivers will be provided for ASB degree completion or graduation requirements.

Application of standards

These satisfactory progress standards apply to all students, part-time and full-time, cash-paying students or those receiving financial assistance.

Graduation Requirements

A student cannot graduate or participate in the graduation ceremony unless:

- All academic requirements are fulfilled with a 2.00 or better GPA overall; Medical Assistant ASB degree student must earn a minimum grade of a “C” in all medical courses; Practical Nursing students must have a C+ or better in all courses.
- Any disciplinary action concluded and /or served.
- All financial obligations met.
- Graduate paperwork and federally mandated Direct Loan Exit Counseling submitted.

Graduating with Additional ASB Degrees/Diplomas

Students who are currently enrolled in a program and want to add an additional ASB degree or diploma must make their request on a change of major form. Likewise, students who have completed their ASB degree or diploma and want to continue at LSB to earn an additional ASB degree or diploma will need to complete a change of major form.

Students earning an additional ASB degree or diploma will have all of the courses that apply transferred to the new program. The grades earned from the first program of study are part of the student’s CGPA. Likewise, these credits will be utilized in computing the student’s SCP. The remaining courses taken to complete the additional program will count towards the CGPA and SCP for the added program.

1. A student who desires a second specialized associate’s degree from Lansdale School of Business must complete a minimum of 20 additional credits at LSB and fulfill all of the course requirements as outlined in the most recent school catalog for each ASB degree desired.
2. A student who was enrolled as a diploma student, has completed 50% of the requirements for the diploma and then desires to continue on for the ASB degree in the same discipline, can earn the diploma and the ASB degree when all the requirements for the ASB degree are satisfied.
3. A student who enrolled as or earned an ASB degree and then wants a diploma in a different program must take a minimum of ten additional credits and satisfy all of the requirements for the diploma.
4. A student who was enrolled as a diploma student and desires a second diploma must take a minimum of ten additional credits and satisfy all of the requirements for the second diploma.
5. A student cannot enroll as an ASB degree student, complete the requirements for the ASB degree and also receive a diploma derived from any other program of study.
6. A student cannot be enrolled in more than two programs of study concurrently.

Commencement Exercises

Students complete programs and graduate at the end of each session. Commencement exercises are held once a year, normally in May. All students who have completed graduation requirements are expected to attend commencement. Students must have met all requirements for the diploma or ASB degree in order to participate in the commencement ceremony. Students are reminded that diplomas and transcripts will be held and not released until all financial and other obligations to the school have been met.

Graduation Honors

To graduate from Lansdale School of Business's ASB degree programs with honors, a student must have achieved a cumulative GPA of:

3.90 - 4.00	Summa Cum Laude	Graduate with Highest Honors
3.70 - 3.89	Magna Cum Laude	Graduate with High Honors
3.50 - 3.69	Cum Laude	Graduate with Honors

Program Length and Completion

Lansdale School of Business establishes a normal program length for each program based on the curriculum, required credit or clock hours, scheduled instructional periods, and applicable academic requirements. Students are expected to complete their program within the published program length, provided they maintain satisfactory academic progress and meet all attendance, academic, and financial obligations.

The published program length represents the normal expected time for completion and is not a guarantee that every student will complete the program within that period. Factors such as course withdrawals, unsuccessful course completion, changes in enrollment status, approved leaves of absence, course availability, or other circumstances may extend the time required for program completion.

Students are responsible for working with their academic advisor to monitor their progress toward program completion and to understand any circumstances that may affect their anticipated graduation date.

Credit-Hour Programs

Associate in Specialized Business Degrees

- Required Credits: 70 credit hours
- Full-Time Program Length: 28 months
- Part-Time Program Length: 40 months

Diploma Programs

30-Credit Diploma

- Required Credits: 30 credit hours
- Full-Time Program Length: 12 months
- Part-Time Program Length: 18 months

42-Credit Diploma

- Required Credits: 42 credit hours
- Full-Time Program Length: 18 months
- Part-Time Program Length: 25 months

Clock-Hour Program

Practical Nursing Program

- Full-Time Program Length: 12 months
- Part-Time Program Length: 24 months

The Practical Nursing Program is a clock-hour program and follows established instructional, laboratory, clinical, and attendance requirements. Students must successfully complete all required clock hours and program requirements to qualify for graduation.

Actual completion time may vary based on a student's academic progress, attendance, enrollment status, course availability, approved interruptions, or other circumstances that affect progression through the program.

TUITION & FEES

Payment Policy

Tuition and fees are billed on a semester basis for all programs except Practical Nursing. All payments are due and payable at registration or prior to the first day of class. A semester is 20 weeks in length and is divided into two 10-week sessions. Students will be charged per credit hour for each semester.

Practical Nursing students are billed per academic year. 900 clock hours comprise the first academic year and 600 hours comprise the second academic year.

A current schedule of tuition and fees can be found in the Tuition Supplement to this catalog.

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 term/semester, and if adjusted, become effective for all students currently enrolled or planning to enroll.

Mandatory Fees (The following fees are separate and are not included in Tuition)

Application Fee - The incoming applicant is required to pay a \$150 one-time fee with their Application for Admission. The application fee of \$150 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.

Graduation Fee – Students are charged a one-time fee of \$100 to cover the costs directly related to graduation (diplomas, venue rental, caps/gowns, etc.). This cost will also include the final audit and closeout of the academic and financial records of the student.

Specific Program Fees – Students enrolling in specific programs need to be aware of various additional fees and requirements that may apply. 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 placed in clinicals. 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 the responsibility of the student. Guidance is given to students in their last term on applying for licensure and the necessary paperwork required.

Students who have prior felony convictions or serious misdemeanors should be aware they may be denied the opportunity to take professional licensing, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed. Students are encouraged to seek guidance through the Pennsylvania Nursing Board.

Payment Options

1. Cash
2. Check or money order — made payable to Lansdale School of Business.
3. Debit or Credit card—VISA, Discover, and Master Card are accepted.
4. Tuition Reimbursement or billing your employer—please bring an Authorization-to-Enroll form from the employer at the time of registration. This form should include a statement that the employer is willing to accept the charges and the address to which an invoice should be sent.

Full tuition payment is required at registration. Students who are unable to make complete payment at that time must sign a payment plan from the Business Office that specifies detailed payment arrangements.

A student will be denied entry to classes until their financial obligations have been met to the satisfaction of the school. No grades, transcripts, records of graduation, ASB degrees, diplomas, and related materials will be released to the student, potential employer, or other institutions until all financial obligations have been met.

Cancellations and Refund Policy

A prospective student may cancel their application without any penalty or obligation within five calendar days of acceptance. This notice to cancel should be sent in writing either by postal mail or email. The five-day window to cancel starts on the date the application is signed. The application fee is fully refundable within this time frame. Any other payments received during these five days will be fully refunded, including the tuition deposit.

If a student withdraws or ceases to participate in class, the refund calculation is made on the billed tuition, not on the amount paid. If after calculating the refund the student still has an unpaid balance, this amount becomes payable immediately.

The date for refund computation purposes will be the date the student notifies Lansdale School of Business in writing that he or she will be withdrawing. If the student does not provide notification to Lansdale School of Business, it will be the date the institution becomes aware that the student is no longer attending. Refunds will be made within 30 calendar days of the date the student fails to enter classes, leaves the program, or fails to return from a leave of absence.

A billing period is defined as the 20-week semester and applies to all program students, except practical nursing students. Practical Nursing students have two billing periods; 900 hours comprise the first billing period and 600 hours comprise the second billing period.

Refunds on student accounts will be made at the full value of the unused balance; no refunds will be made for balances less than \$1.00.

Tuition Refund Schedule for Credit Hour Programs

For a student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, all tuition paid to the school shall be refunded

For semester-based programs after the last day of the drop and add period for each session, no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at the Lansdale School of Business.

For semester-based programs if a student registers for classes and withdraws or discontinues after the semester has begun but prior to completion of the semester, minimum refunds apply.

- For a student withdrawing from or discontinuing the program during the first seven calendar days of the billing period, the tuition refunded by the school shall be 90% of the tuition billed (not the amount paid).
- For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 10% of the billing period, the tuition refunded by the school shall be 75% of the tuition billed (not the amount paid).
- For a student withdrawing from or discontinuing the program after 10% but within the first 25% of the billing period, the tuition refunded by the school shall be 55% of the tuition billed (not the amount paid).
- For a student withdrawing from or discontinuing the program after 25% but within the first 50% of the billing period, the tuition refunded by the school shall be 30% of the tuition billed (not the amount paid).
- No refund shall be made once a student completes 50% of the semester or billing period.

A student who withdraws and then returns within the same semester must return all refunds.

Tuition refund schedule for Practical Nursing (Clock Hour)

Practical Nursing students are billed per academic year. 900 clock hours comprise the first academic year and 600 hours comprise the second academic year.

- For a student withdrawing from or discontinuing the program during the first seven calendar days the tuition refunded by the school shall be 90% of the tuition billed (not the amount paid)
- For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 10% of the scheduled clock hours, the tuition refunded by the school shall be 75% of the tuition billed.
- For a student withdrawing from or discontinuing the program after 10% but within the first 25% of the scheduled clock hours, the tuition refunded by the school shall be 55% of the tuition billed.
- For a student withdrawing from or discontinuing the program after 25% but within the first 50% of the scheduled clock hours, the tuition refunded by the school shall be 30% of the tuition billed.
- No refund shall be made once a student completes 50% of the billing period.

Books and Supplies

Books and supplies can be purchased after the Business Office has acknowledged all tuition and fee responsibilities have been fulfilled. Tuition payments and bookstore purchases **should be paid with separate checks**.

Miscellaneous Fees (Miscellaneous Fees are not part of tuition and are the responsibility of the Student)

- Bad Check Fee: \$35
- Once a student has had a check returned from the bank, only cash, credit card, money order, or certified check will be accepted for future transactions.
- Late Registration Fee: \$10
- Parking Violation: \$10
- Replacement I.D. Cards: \$10
- Transcript Fee: \$10

Miscellaneous Fees Nursing Students

In addition to the fees above, Nursing Students may have these fees

- Clinical Makeup Fee: \$35 per hour missed
- Scrubs - \$80 per set (Recommendation is 2 sets)
- Nursing Clearances \$90
- Medical Malpractice Insurance \$40 per year

FINANCIAL AID

FINANCIAL ASSISTANCE

Students attending **Lansdale School of Business** may have access to a variety of financial assistance programs in addition to their own personal financial resources. The type and amount of financial assistance for which a student may qualify is determined by individual eligibility, financial need, program requirements, enrollment status, and applicable federal and state regulations.

The following federal and state financial assistance programs may be available to eligible students:

- **Federal Pell Grant**
- **Pennsylvania State Grant (PHEAA)**
- **Pennsylvania Targeted Industry Program (PA-TIP)**
- **Federal Direct Subsidized and Unsubsidized Loans**

Availability of these programs may vary by program of study, funding availability, and student eligibility. Students should contact the **Financial Aid Office** for current information regarding available programs and eligibility requirements.

Financial Aid Identity Verification

Applicants for financial aid are required to provide a **valid government-issued photo identification** when requested by the School. Identity verification is an important component of the financial aid process and helps protect students and the School from fraud, identity theft, and the improper disbursement of federal or state financial assistance.

Students may be required to provide additional documentation when necessary to establish eligibility for financial aid or to satisfy federal, state, or institutional requirements.

Financial Aid and Student Responsibility

Lansdale School of Business encourages students to carefully consider their financial obligations and to utilize available resources responsibly. Students are encouraged to first consider **personal financial resources, scholarships, grants, and assistance from governmental or community agencies** before borrowing through the Federal Direct Loan Program or other educational loan programs.

Federal student loans must be repaid in accordance with the terms and conditions established by the U.S. Department of Education and the student's loan servicer. Students who choose to borrow are encouraged to understand the amount they are borrowing, the applicable interest rate, repayment requirements, and the potential impact of borrowing on their future financial obligations.

Tuition and Payment Arrangements

Tuition and applicable fees are billed according to the student's program and established payment period. Tuition and fees are generally due prior to the beginning of classes unless other arrangements have been approved by the School.

Students who are unable to pay their educational costs in full before the start of classes may contact the **Accounting Office** to discuss available payment arrangements. Any approved payment arrangement must be established **prior to the beginning of the applicable payment period**. Students are responsible for meeting all payment obligations according to the terms of their approved payment agreement.

Free Application for Federal Student Aid (FAFSA)

Lansdale School of Business provides prospective and current students with information and assistance regarding the completion of the **Free Application for Federal Student Aid (FAFSA)**. Students seeking federal or state financial assistance should complete the FAFSA as early as possible and provide all required documentation in a timely manner.

Prospective students are encouraged to complete their financial aid application and financial aid counseling process **at least one month before the anticipated start of classes** whenever possible. Completing the financial aid process early

allows the Financial Aid Office adequate time to review documentation, determine eligibility, and identify any additional information that may be required.

Students are responsible for providing accurate information and responding promptly to requests for additional documentation. Financial aid cannot be finalized until all required information has been received and eligibility requirements have been satisfied.

Outside Agency and Government-Sponsored Assistance

Students may also qualify for educational assistance through federal, state, or local governmental agencies and other approved organizations. Depending on program eligibility and agency requirements, Lansdale School of Business may accept approved funding from agencies or programs such as:

- Office of Vocational Rehabilitation (OVR)
- Trade Adjustment Assistance (TAA)
- Department of Veterans Affairs (VA)
- Workforce development and employment assistance programs
- Other governmental, workforce, vocational rehabilitation, or community-based agencies that authorize educational funding

Students receiving assistance through an outside agency are responsible for completing all required agency applications, providing requested documentation, and maintaining eligibility according to the agency's requirements. Approval for funding by an outside agency does not guarantee that all educational costs will be covered.

Our philosophy is to:

- Assist all eligible students who elect to participate in any Financial Aid program
- Assist in maintaining their eligibility for Federal and State aid
- Help our students manage their potential educational indebtedness

Application Procedures

To initiate the financial aid process at LSB, a student must first complete the LSB Preliminary Financial Assistance Application and create a Federal Student Assistance (FSA) User ID and Password for access to the U.S. Department of Education's websites. You create your ID and Password at <https://studentaid.gov>

Once you receive confirmation of your access you can complete the following processes online:

- The Free Application for Federal Student Aid (FAFSA)
- Entrance Counseling
- A Master Promissory Note (MPN)

If you are unable to complete these processes online, computers and printers are available on location for your convenience.

The following signed documents are also required:

- Acknowledgement of the LSB Withdrawal and Return to Title IV statement
- Credit Balance Authorization Statement
- Federal W9S form

A student may also be required to complete a verification worksheet and submit a signed copy of their applicable tax return transcript. Depending on your financial aid dependency status, you may need to submit a copy of your parent's tax return transcript.

Things to know:

- The Lansdale School of Business **School Code** (OPEID) is: **007779**
- You must be enrolled at least half-time to borrow under the Direct Loan program
- You must complete a new FAFSA every year that you are enrolled
- To be eligible for student assistance, you cannot be in default on any prior loans
- Loans are legal obligations and must be repaid regardless of your educational outcome
- Loans are borrowed monies that must be repaid just like car loans and home mortgages
- Your financial aid is a private matter and should not be discussed with classmates
- Parents who wish to borrow under the Direct Loan PLUS program must contact a Financial Aid Officer and submit a signed, dated PLUS loan request form, or complete the request on line.

Financial Aid Programs

Any U.S. citizen, national, eligible noncitizen or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment on at least a half-time basis may apply for these programs. Lansdale School of Business does not guarantee eligibility in these programs.

Programs of financial aid described herein are subject to change due to Federal, State, and local regulations or funding fluctuations. LSB, through the Department of Education and the State of Pennsylvania, participates in the following financial aid programs: Pell Grant, Direct Stafford Undergraduate Loan Programs, PHEAA state grants and PA-TIP grants.

Federal PELL Grant

Pell Grants are federally funded awards, which, unlike loans, do not have to be repaid. The amount of the award depends upon the determination of the student's eligibility or EFC (expected family contribution), enrollment status, the cost of attendance, and the payment schedule issued annually by the U.S. Department of Education. The application for the Federal PELL grant is the FAFSA (Free Application for Federal Student Aid). Each student requesting consideration for aid is required to complete this form once during each academic year of enrollment.

Federal Direct Loan (DL) Programs - Subsidized, Unsubsidized and PLUS

Subsidized Direct Loans (DL Sub)

The Subsidized Direct Loan is based on financial need in accordance with federal methodology. These low-interest loans are borrowed directly from the U. S. Department of Education. Interest on this type of loan is paid by (subsidized) the Federal Government while the student is enrolled and during the initial six-month grace period. Payment begins six months after a student leaves school.

Unsubsidized Direct Loans (DL Unsub)

The Unsubsidized Federal Stafford loan is available to both dependent and independent students with a different eligibility criterion set for each. Eligibility for this loan type is also determined by the student's expected family contribution (SAI) as established by the Federal government. The interest rate is set by Congress each year. The interest on an unsubsidized loan is accrued and capitalized throughout the life of the loan. Students may elect to pay the accruing interest prior to the repayment period to reduce the total amount of indebtedness. There is a six-month grace period before payment begins.

Students whose parents are denied a PLUS Loan may be eligible to borrow additional unsubsidized Federal Direct Loan funds. To be considered for these additional unsubsidized funds, the parent should submit a PLUS Loan Request Form and copy of the parent's PLUS Loan denial letter.

Federal Parent's Loan for Undergraduate Students (DL PLUS)

The Parent's Loan for Undergraduate Students (PLUS) is for parent borrowers. This type of loan requires the parent to apply online using their individual FSA ID and Password. The Federal DL PLUS is credit based with the credit worthiness decision made by the Federal Government. A parent can borrow up to the cost of attendance less any anticipated aid.

Loan Exit Counseling

If you have received Federal Direct Loans while attending Lansdale School of Business through the Federal government you are required to complete Exit Counseling. This process must be completed online: <https://studentaid.gov>

Pennsylvania Higher Education Assistance Agency PHEAA State Grant

The Pennsylvania Higher Education Assistance Agency (PHEAA) provides aid to eligible state residents. PHEAA grant applicants must first apply for aid in the Federal Pell Grant program.

Free Application for Federal Student Aid application is available online at: <http://STUDENTAID.gov>

The amount of the PHEAA grant is determined on the basis of the financial need of the applicant, funds available, and the number of eligible applicants. Summer applicants must complete a separate application for consideration each year. Students must be enrolled in a degree program to be eligible for these grant funds. The online applications can be accessed at: www.PHEAA.org. Students are encouraged to apply early to meet all state and federal deadlines.

PA-TIP (Pennsylvania Targeted Industry Program) Grants

The Pennsylvania Targeted Industry Program (PA-TIP) provides grant assistance to eligible Pennsylvania residents enrolled in approved programs of study that prepare students for employment in targeted, high-demand occupations. Practical Nursing is an eligible field of study for students who meet the program's established requirements.

Eligible Practical Nursing students may receive financial assistance through PA-TIP to help offset qualifying educational expenses. Eligibility is determined by the Pennsylvania Higher Education Assistance Agency (PHEAA) and is based on program requirements, financial need, residency, enrollment status, and other applicable criteria. Students should review the current PA-TIP eligibility requirements carefully, as program requirements and funding availability may change.

Students interested in applying for PA-TIP funding should contact the **Financial Aid Office** for information regarding eligibility, application procedures, required documentation, and applicable deadlines. The Financial Aid

Office can assist students in determining whether they may qualify and in completing the appropriate application process.

Additional information, eligibility requirements, and application instructions are available through the **Pennsylvania Higher Education Assistance Agency (PHEAA)**.

[PHEAA – PA-TIP Funding Opportunities](#)

Veterans' Benefits

Lansdale School of Business has been approved by the state of Pennsylvania for training through certain academic programs under the U.S. Department of Veterans' Affairs *GI Bill*® provision.

**"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 Web site at <http://www.benefits.va.gov/gibill>."*

Return of Title IV Funds (R2T4)

Federal regulations require institutions to calculate the amount of federal financial aid a student has earned when the student completely withdraws, ceases attendance, or otherwise becomes ineligible during a payment period or period of enrollment. This calculation is referred to as **Return of Title IV Funds (R2T4)**.

Federal financial aid is awarded to students with the expectation that they will attend and successfully complete the period for which the aid was awarded. When a student withdraws before completing the payment period, the student may not have earned the entire amount of federal financial aid that was originally awarded or disbursed. The institution is therefore required to determine the amount of aid earned based on the student's attendance through the date of withdrawal.

The R2T4 requirements are separate from the institution's tuition refund policy. A tuition refund or institutional refund calculation does not determine the amount of federal financial aid that a student has earned. The institution must complete the federal R2T4 calculation in accordance with applicable U.S. Department of Education regulations.

Students Subject to the R2T4 Calculation

The R2T4 policy applies to students who:

- Receive or are eligible to receive federal Title IV financial aid; and
- Begin attendance in the payment period or period of enrollment; and
- Completely withdraw, cease attendance, or otherwise meet the federal definition of withdrawal.

A reduction in course load that does not constitute a complete withdrawal generally does not require an R2T4 calculation. Federal regulations also provide certain withdrawal exemptions and special provisions that may apply in specific circumstances.

Title IV Funds Included in the Calculation

The R2T4 calculation may include federal Title IV funds that were disbursed or could have been disbursed to the student for the applicable payment period or period of enrollment. These may include:

- Federal Pell Grants;
- Direct Subsidized Loans;
- Direct Unsubsidized Loans;
- Direct PLUS Loans; and

Determining the Amount of Aid Earned

Students earn federal financial aid through attendance and participation during the payment period. The amount of aid earned is generally calculated based on the percentage of the payment period or period of enrollment that the student completed.

For example, if a student completes 30 percent of the applicable payment period, the student generally earns 30 percent of the Title IV aid scheduled for that period. The remaining portion is considered unearned and may be required to be returned.

A student who completes **more than 60 percent** of the payment period or period of enrollment is considered to have earned **100 percent** of the Title IV aid for that period. Although an R2T4 calculation may still be required, no unearned Title IV funds are required to be returned solely as a result of the withdrawal after the 60 percent point.

Withdrawal Date

The withdrawal date used for federal financial aid purposes is determined in accordance with federal regulations and the institution's attendance and withdrawal procedures. The withdrawal date is important because it establishes the amount of time the student attended and is used to determine the percentage of Title IV aid earned.

Students who officially withdraw must follow the institution's established withdrawal procedures. Students who stop attending without completing the official withdrawal process may also be subject to an R2T4 calculation based on the date determined by the institution in accordance with federal requirements.

For programs in which attendance is required to be documented, the institution will use the applicable federal requirements for determining the student's withdrawal date.

Return of Unearned Federal Financial Aid

If the R2T4 calculation determines that the student received more federal financial aid than was earned, the unearned portion must be returned in accordance with federal regulations.

The institution is responsible for returning the applicable amount of unearned Title IV funds for which it is responsible. Federal regulations establish the order in which funds must be returned. Generally, returns are applied first to Direct Unsubsidized Loans, followed by Direct Subsidized Loans, Direct PLUS Loans, and applicable federal grants.

The institution will return the required funds as soon as possible and no later than the applicable federal deadline, currently within **45 days** of the date the institution determines that the student withdrew.

Student Responsibility for Unearned Funds

In certain circumstances, the R2T4 calculation may result in an amount that must be repaid by the student. Students are responsible for any federal financial aid overpayment or other balance that remains their responsibility after the institution completes the R2T4 calculation.

A student's responsibility for repayment is separate from any balance the student may owe the institution for tuition, fees, books, supplies, or other educational charges. Students should contact the Financial Aid Office if they have questions regarding an R2T4 calculation or a resulting financial aid balance.

Failure to resolve a federal financial aid overpayment or other required repayment may affect a student's eligibility for future federal financial aid.

Post-Withdrawal Disbursement

If a student has earned more Title IV aid than was actually disbursed before withdrawal, the student may be eligible for a **post-withdrawal disbursement (PWD)**.

A post-withdrawal disbursement is not automatic in every circumstance. The student must continue to meet applicable federal eligibility requirements, and the institution must follow federal requirements concerning the type and amount of aid that may be disbursed after withdrawal.

When applicable, the institution will notify the student of the post-withdrawal disbursement and any action required by the student. Federal regulations require applicable post-withdrawal disbursements to be made or offered within the required federal timeframe.

Withdrawal After the 60 Percent Point

When a student withdraws after completing more than 60 percent of the applicable payment period or period of enrollment, the student is considered to have earned 100 percent of the Title IV aid for that period. Therefore, the institution generally will not be required to return Title IV funds as a result of the R2T4 calculation.

The institution may nevertheless be required to complete an R2T4 calculation to determine whether the student is eligible for a post-withdrawal disbursement.

Institutional and State Refund Policies

The federal R2T4 calculation is separate from the institution's refund policy. A student's tuition and fee liability is determined according to the institution's published refund policy and any applicable state or regulatory requirements.

A student may therefore have a balance owed to the institution even when the institution is not required to return additional Title IV funds, or the student may have a federal financial aid repayment obligation even when an institutional refund is due.

Completion of an institutional refund calculation does not replace the federally required R2T4 calculation.

Students Who Stop Attending Without Officially Withdrawing

Students are expected to officially notify the appropriate office when they intend to withdraw. Failure to complete the official withdrawal process **does not eliminate** the student's responsibility for financial aid requirements.

When a student ceases attendance without officially withdrawing, the institution will determine the applicable withdrawal date in accordance with federal regulations. The institution will then complete an R2T4 calculation when required.

Students who stop attending classes without notifying the institution may be subject to a return of federal financial aid and may have an outstanding balance as a result.

Financial Aid Counseling

Students considering withdrawal are strongly encouraged to meet with the **Financial Aid Office before withdrawing**. A withdrawal may affect current federal financial aid, future financial aid eligibility, loan repayment requirements, academic progress, and the student's institutional account balance.

The Financial Aid Office can explain how a withdrawal may affect the student's financial aid and can provide information regarding the R2T4 process. However, the final amount of aid earned or required to be returned will be determined according to applicable federal regulations.

The institution reserves the right to revise its R2T4 procedures as necessary to remain compliant with changes to federal law, regulations, and guidance issued by the U.S. Department of Education.

Important: Federal R2T4 regulations are subject to change. The institution will administer the Return of Title IV Funds process in accordance with the federal requirements in effect for the applicable award year and payment period. The current federal regulations include changes effective **July 1, 2026**, and those changes apply to students who withdraw, cease attendance, or begin an applicable leave of absence on or after that date.

For additional information regarding federal Return of Title IV Funds requirements, students may consult the U.S. Department of Education's Federal Student Aid Handbook or contact the Financial Aid Office.

NOTE: Lansdale School of Business institutional tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from LSB will have no impact on the amount the student must repay to the federal aid programs.

For Students Enrolled in Modules

A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. LSB tracks enrollment in each module that doesn't span the entire 20-week semester and combines them to form a semester. If a student withdraws from a course in a later module while still attending a current module, the student is not considered withdrawn based on not attending the later module. However, a recalculation of aid based on the change in enrollment status may be required.

If a student provides written notice (TIA Form) to LSB at the time of withdrawal from a current module that s/he plans to attend a later module in the same payment period, s/he is not considered a withdrawal. If the student does not provide that written confirmation, the R2T4 recalculation of aid will be done. However, if the student does return in a later module in the same payment period, regardless of whether prior written confirmation was received, the R2T4 process will be reversed and the student will be awarded the funds that s/he is eligible to receive at the time of return.

Withdrawal from a Clock Hour Program

The program administrator provides the student's last date of attendance, the number of clock hours completed as of the last date of attendance, and the number of clock hours expected to have been completed as of the last date of attendance. These data elements are used by the Financial Aid Office in completing the R2T4.

Order of Return to Federal Aid Programs

In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized, then Subsidized
- Federal Direct Parent Loans
- Federal Pell Grant

Please Note: Students should also be aware of the financial ramifications caused by withdrawing from a class or withdrawing from school. Therefore, the student should contact the business office to inquire about the financial status of their account based on their intended actions.

Miscellaneous Information

Credit Hour Enrollment / Scheduling

Students enrolled in credit-hour programs are normally scheduled for the standard number of credits established for each academic session. Students who wish to enroll in a greater or lesser number of credits during a subsequent session must notify the Dean of Students in advance to request a change in their scheduled course load.

Students who receive federal, state, or institutional financial aid should also consult with their **Financial Aid Counselor** before changing their credit load. Changes in enrollment may affect financial aid eligibility, award amounts, satisfactory academic progress, and other financial aid requirements. Approval from the Financial Aid Office may be required before the requested change can be processed.

Definitions in Financial Aid

Diploma and Degree Programs

- Academic Year: 2 semesters and the completion of 24 credits for all semester-based programs
- Semester: 20-week semesters consisting of 2 ten-week sessions
- Terms: January/Winter, April/Spring, June/Summer, September/Fall and November/November
- Full-time enrollment: 12 credits/ 20-week semester
- Part-time enrollment: 6 to 8 credits / 20-week semester
- Second Level loan eligibility: Once 30 credits have been earned for these programs, eligibility for an increase in the loan amount for the second year's subsidized loan will be reviewed

Our Practical Nursing diploma program is funded through 900 clock hours for the first academic year and 600 hours during the second academic year.

Further information on policy and procedures regarding financial aid programs can be found in the Federal Student Aid Handbook published by the U. S. Department of Education.

Loan Default Management

Prompt repayment of all student loans is an important responsibility of every student borrower. Students are expected to understand the terms and conditions of their loans and to make all required payments in accordance with the repayment schedule established by their loan servicer.

Students who anticipate difficulty making their loan payments should **contact their loan servicer or the Financial Aid Office as soon as possible**. Students may be eligible for options that can help them manage their repayment obligations, including changes to their repayment plan, deferment, or forbearance, when permitted under applicable federal regulations. Students should not wait until a loan becomes delinquent or enters default before seeking assistance.

A student loan is considered in default when the borrower fails to meet the required repayment obligations for the period established under applicable federal regulations. Default can have serious financial consequences, including additional collection costs, damage to the borrower's credit history, and loss of eligibility for additional federal student aid.

Students who are in default on a federal student loan are generally ineligible to receive additional federal Title IV financial aid until the default status has been resolved in accordance with applicable federal requirements. Students seeking to regain eligibility should contact their loan servicer and/or the Financial Aid Office to discuss available options for resolving the default.

Students are strongly encouraged to maintain current contact information with their loan servicer and to respond promptly to all correspondence regarding their student loans. The Financial Aid Office is available to assist students in understanding their federal student loan responsibilities and identifying appropriate resources for managing repayment.

STUDENT AND CAREER SERVICES

Student Services

The Student Services department offers various services to students of Lansdale School of Business. Students officially meet the Dean of Students at the new student orientation session. During this meeting, the Dean of Students reviews an orientation packet designed to inform students of information they need to be aware of in the first few weeks of class. In addition, recommendations on how to be a successful student are reviewed. At this time, it is stressed that if at any time a student has a question or concern, each student should feel comfortable to contact the Dean of Students for assistance.

While students are attending Lansdale School of Business, they may benefit from many services provided by Student Services. Such services include but are not limited to: academic advising on programs of study or specific classes; assistance in navigating interpersonal issues with faculty or classmates; support with personal issues, particularly those which may hinder success in school; referral to community resources; assistance with class schedules, schedule changes and changes of status; arrangements for and proctoring of Credit by Exam testing; interim report meetings to strategize ways to improve grades in particular classes through personal peer tutors. The Student Services Office is a liaison between the students, faculty and staff and serves as a resource and support center for various student concerns.

In addition to the services listed above, the Student Services department attempts to establish a level of community within the student body by planning and providing activities for student involvement and interaction. Such activities may include but are not limited to: holiday parties and events; hosting community speakers and businesses; sponsoring food drives or collections of necessary items which will benefit community resource centers locally and throughout our country; holding contests for the student body and participation in community events

Career Services

The Career Services department assists students and graduates of Lansdale School of Business to identify and achieve meaningful career objectives that combine their specialized education and experiences. The Dean of Students provides high-quality advising, mock interview opportunities, resume writing resources and programs for ongoing career development that include: exposure to a broad range of career fields; assessing career interests, skills and values; gaining experience to clarify and achieve career goals; developing and practicing presentation skills that integrate information about themselves, their academic skills, extra-curricular activities, and work experience; and learning and implementing effective job search strategies for internships, employment, and postgraduate education.

The Dean of Students can also assist students interested in part-time employment through weekly job listings. Full-time and part-time employment placement assistance is offered to all Lansdale School of Business graduates. Graduates benefit from services that include: defining career goals; resume creation/critique support, mock interviewing, professional behavior modification and/or enrolling in our full- or part-time job-lead generation program.

LSB's strong corporate relationships and excellent reputation among local employers ensure a flow of prospective positions in a variety of professional sectors. The department takes great care to match candidates based on talents and interests. While the securing of positions cannot be guaranteed, the vast majority of graduates committed to their career process find employment success.

In compliance with PA ACT 153, signed by Governor Wolf, graduates seeking employment in a medical facility will now be required to present evidence of an FBI criminal background check and fingerprinting, and a clear Child Abuse Clearance from the State of Pennsylvania Department of Human Services. Graduates of other programs may also be required to present the same documentation depending on child interaction of a given position.

***LANSDALE SCHOOL OF BUSINESS MAKES NO GUARANTEE
OF EMPLOYMENT UPON GRADUATION***

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Lansdale School of Business affirms all students' constitutional rights:

- Freedom of expression in the classroom.
- Protection against improper academic evaluation.
- Freedom of personal association.
- Freedom to exercise all those rights associated with citizenship.
- Confidentiality of student records as outlined by the FERPA (see general information section of the catalog).
- Guarantee of due process in all disciplinary hearings and proceedings.

Student Responsibilities

Cell Phones

The use of cell phones in the classroom is prohibited. Other electronic devices such as tablets and laptops may be approved for by individual instructors.

Change to Personal Identifying Information

Name, Address, Telephone Numbers, or E-mail address

Students are requested to submit changes in name, address, or phone numbers or e-mail addresses as soon as possible through the Business Office. Official correspondence or other communication is based upon current data on file in the student account database.

Visitors

All visitors to the school must sign in the visitors log in the main lobby. This includes guest speakers, guest patients and family members, if a visitor is not signed in they will be asked to leave the school property. Persons loitering in the parking lot will be asked to either sign in or leave. Upper Gwynedd Township Police will be called in the event of suspicious activity.

Children

Children are not permitted to attend classes. Children may accompany their parent(s) to and from conducting business in the administrative area; however, the children may not stay in the building for an extended period. Anyone who for any reason brings a child under age 16 to the school must supervise the child at all times. Children must be signed in as a visitor.

Class Policies

Students need to become familiar with each instructor's class policies. These policies have the instructor's contact information, required projects for the class and other information relevant to the class. The format is the same for each class, but the content changes from class to class.

Dress Code

Lansdale School of Business has maintained a high standard of professionalism since 1918. The wearing of inappropriate attire is discouraged. Students wearing clothing that reflects discredit to the standards of the school may be asked to leave the location. Students enrolled in Nursing, and Medical Assistant programs are required to wear scrubs on campus.

Lost and Found

Any found textbooks and personal property should be turned in to the Business Office and can be claimed there. The school is not responsible for lost or stolen property. It is advisable to mark personal items with your name.

Academic Advising

Instructors provide academic advising for students. The Executive Director, Director of Nursing or Dean of Students 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. If necessary, students will be given information about local social services agencies and other options and referred to them.

Parking

Student parking is provided in the large parking lot on the side and behind the building. There are marked parking spots for handicapped (both in the front and back parking lots) and for visitors (front parking lot). Faculty and staff parking spots are marked "reserved".

Tutoring Services

Lansdale School of Business provides tutoring and academic support at no additional cost to students who are experiencing difficulty understanding course material or maintaining satisfactory academic progress.

Students who need academic assistance are encouraged to speak with their instructor as soon as a concern arises. The instructor may provide additional assistance directly or work with the student to arrange tutoring with an appropriate peer tutor or other qualified academic support resource.

Students are encouraged to take advantage of tutoring services early rather than waiting until academic difficulties become more serious. Tutoring may be available for individual courses or specific areas of study based on student need and available resources.

Students who experience difficulty arranging tutoring services or who have questions or concerns regarding the tutoring program should contact the Dean of Students or Executive Director for assistance.

Lansdale School of Business is committed to providing students with appropriate academic resources and support to promote successful completion of their educational programs.

Student Portal

Lansdale School of Business provides students with access to online resources designed to support academic success and keep students informed throughout their educational experience. The Student Portal provides secure, web-based

access to important academic information and school communications. Examples of Student Portals are Thinkwave, ATI for Nursing Students, and Stars.

Through the Student Portals, students may access information such as grades, academic progress, assignments, announcements, attendance, and other course-related information. The availability of specific features may vary by program and course.

The Student Portal may be accessed from any location with a reliable Internet connection. Students will receive instructions for accessing the portal and establishing their login credentials at Orientation. Students are responsible for regularly reviewing information posted through the portal and for maintaining the security and confidentiality of their login credentials.

Smoking on Campus

Lansdale School of Business is committed to providing a smoke-free environment for everyone at each LSB. This policy will be enforced according to established school policies and procedures. Smoking, though not encouraged, is permitted in designated smoking areas.

Voters Registration

Lansdale School of Business encourages all eligible students to participate in the democratic process by registering to vote and exercising their right to vote in federal, state, and local elections. Voter registration forms are available in the Academic Resource Center (ARC), or students may access voter registration information and resources through the official U.S. Election Assistance Commission website.

The U.S. Election Assistance Commission provides comprehensive information to help students understand the voter registration process, election requirements, voting options, polling locations, and other important information related to elections. Students are encouraged to review voter registration requirements and deadlines for their state and make sure their registration information is current.

Telephone/Messages

Students are not permitted to use the administrative telephones in the front offices. These phones are for official business only. Classes will not be interrupted to deliver personal messages unless they are of an urgent nature, at which time there will be every effort made to locate the student.

Academic Integrity Policy

Lansdale School of Business is committed to maintaining a learning environment founded on honesty, responsibility, fairness, respect, and ethical conduct. Academic integrity is an essential component of the educational experience and is expected of every student. Students are responsible for completing their academic work honestly and for giving appropriate credit to the work and ideas of others.

Academic integrity violations may include, but are not limited to, the following:

- **Cheating:** Using or attempting to use unauthorized materials, information, technology, or assistance during an examination, assignment, or other academic activity.
- **Plagiarism:** Presenting another person's words, ideas, work, or intellectual property as one's own without appropriate acknowledgment or citation. This includes information obtained from print or electronic sources.

- **Unauthorized Collaboration:** Working with another individual or individuals on an assignment or academic activity when collaboration has not been authorized by the instructor.
- **Fabrication or Falsification:** Inventing, altering, or misrepresenting information, data, sources, records, or other academic materials.
- **Multiple Submission:** Submitting substantially the same work for more than one course or assignment without prior permission from the instructor.
- **Misrepresentation:** Providing false or misleading information to an instructor or the School regarding academic work, attendance, examinations, assignments, or other academic matters.
- **Unauthorized Assistance:** Providing or receiving assistance on academic work when such assistance has not been permitted.
- **Improper Use of Academic Materials:** Accessing, sharing, purchasing, distributing, or otherwise obtaining examinations, assignments, answer keys, or other academic materials without authorization.

Student Responsibility

Students are expected to understand and follow the academic integrity requirements established by Lansdale School of Business and by individual instructors. When expectations regarding collaboration, citations, technology, artificial intelligence, or other academic resources are unclear, students should seek clarification from the instructor before completing or submitting the work.

Students are also responsible for ensuring that submitted work accurately represents their own academic effort and understanding. Claiming that a student was unaware of the academic integrity requirements does not necessarily excuse a violation.

Academic Integrity Violations

When an instructor has reason to believe that an academic integrity violation has occurred, the matter may be reviewed with the student and documented in accordance with School procedures. Depending upon the nature and severity of the violation, consequences may include a failing grade or zero for the assignment or examination, failure of the course, academic probation, suspension, dismissal, or other appropriate disciplinary action.

The School will consider the circumstances and severity of each incident when determining an appropriate response. Repeated or serious violations may result in progressively more significant disciplinary consequences.

Commitment to Academic Excellence

Academic integrity supports the value and credibility of a Lansdale School of Business education. By completing academic work honestly and responsibly, students demonstrate the knowledge, skills, professionalism, and ethical standards expected of graduates. All members of the School community share responsibility for maintaining an academic environment in which integrity and ethical conduct are valued and upheld.

Student Code of Conduct

Students at LSB are subject to all laws governing public behavior and civil authority. Any student who exhibits conduct not in keeping with the established standards of the school is subject to penalty with possible sanctions including disciplinary action, restitution, suspension, or expulsion.

Violations of the Code of Conduct

Any student who believes that their rights have been violated should submit this assertion in writing with supporting documentation to the Student Services Office.

Violations of the Code of Conduct include:

- Deliberate destruction of, damage to, misuse of, or abuse of college property.
- Theft of college property or the property of private individuals associated with the college.
- Physical or psychological abuse against another student, faculty, or staff member at any site or during LSB-sponsored events. This would include bullying and physical, sexual, or verbal harassment.
- Unauthorized use, possession, or sale of firearms or other dangerous Guns or weapons at any location.
- The use of alcohol on or off campus or satellite location, arriving at any site impaired, causing disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other LSB activities.
- The illegal use of drugs on or off campus or satellite location, arriving at any location impaired, causing disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other LSB activities.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other LSB activities.
- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of LSB documents.
- Failure to comply with an LSB employee acting within the scope of their employment responsibilities.
- Violation of any regulation not contained in official LSB publications, but announced as an administrative edict by an LSB official or other person authorized by the president of the college.
- The Academic Resource Center (ARC) computers connected to the Internet are for academic purposes only. Use for personal business and visits to inappropriate websites is prohibited.

Lansdale School of Business reserves the right to suspend or dismiss any student for any violation of the Code of Conduct. If suspended, the student will be given written notification of the duration of the suspension. Should the school have evidence of further misconduct, the right to dismiss the student is reserved. Dismissal is a terminal action. A student who has been dismissed is not permitted to reenter the school.

Please see the Practical Nursing Student Handbook for an additional Honor Code you must sign upon entering the program.

Procedures

Any member of the LSB community may charge any other member of the LSB community with a code violation. Charges must be in writing and directed to the appropriate school official. Upon the filing of a charge alleging a violation of the code, the individual being charged will have the opportunity to defend himself or herself.

Enforcement

The ultimate responsibility for enforcement of the code of conduct rests with the School President or the President's delegated officials. Chief enforcement of academic violations rests with the Executive Director. Day-to-day enforcement responsibility rests with all members of the school community including students, faculty, administrators, and staff members.

Animals/Pets

Animals and pets of any kind are not permitted on the campus without prior approval. With the proper documentation, service animals will be approved. Please note that emotional support animals or therapy pets, even with documentation, are not in the same category as a service animal. An approved pet will not be permitted to disrupt the teaching in a classroom.

Cheating and Plagiarism

It is generally assumed that all academic work done on campus is done without unauthorized aids by the person who claims to do the work. Academic cheating and plagiarism are serious offenses and are a violation of the Student Code of Conduct.

Penalties for Cheating and Plagiarism

- Step 1.** When detected, the student will receive no credit for the work in question; that is, an automatic zero (0) for the quiz, essay, exam, etc. The Executive Director will be informed of the occurrence.
- Step 2.** If a second offense occurs, the student will automatically fail the course and face possible suspension from the school. No record of the offense shall be kept beyond the student's enrollment at the school, and no information about the offense shall be passed on to other schools or employers. Appeals of any instructor's actions must be made in writing and submitted to the Executive Director within three school days. All decisions of the Executive Director are final.

Bullying and Cyberbullying Policy

Lansdale School of Business is committed to providing a safe, respectful, and professional educational environment in which all students, faculty, staff, and visitors are treated with dignity and respect. Bullying, cyberbullying, harassment, intimidation, threats, and other forms of abusive behavior are not tolerated.

This policy applies to conduct occurring on campus, in classrooms and laboratories, at School-sponsored activities, during clinical or educational experiences, and through electronic or digital communication when such conduct affects the School community or the educational environment.

Definition of Bullying

Bullying is repeated or severe behavior that is intended to intimidate, threaten, humiliate, isolate, or harm another individual. Bullying may be verbal, physical, social, written, or electronic. Examples may include:

- Repeated insults, name-calling, ridicule, or degrading comments.
- Threatening, intimidating, or aggressive behavior.
- Deliberately excluding or isolating another student.
- Spreading rumors or malicious information about another individual.
- Repeatedly interfering with another student's ability to participate in the educational environment.
- Physical intimidation, unwanted physical contact, or aggressive conduct.
- Damaging, taking, or interfering with another person's property.

Definition of Cyberbullying

Cyberbullying is bullying, harassment, intimidation, or threatening behavior conducted through electronic or digital communication. This may include text messages, email, social media, online discussion boards, messaging applications, websites, or other electronic platforms.

Examples may include:

- Sending threatening, abusive, or humiliating electronic messages.
- Posting or sharing embarrassing, threatening, or malicious material about another person.
- Creating false or impersonating accounts intended to harm another individual.
- Sharing private information, photographs, videos, or other material without permission for the purpose of causing harm or embarrassment.
- Repeatedly sending unwanted or abusive communications.
- Using digital platforms to encourage others to harass, intimidate, or threaten another person.

Prohibited Conduct

Bullying and cyberbullying are prohibited regardless of whether the conduct occurs in person or electronically. Retaliation against an individual who reports bullying, participates in an investigation, or assists with a complaint is also prohibited.

Conduct that violates this policy may also violate other School policies or applicable federal, state, or local laws. The School may take appropriate action when conduct occurring outside of campus or outside of School-sponsored activities has a significant impact on the School community or educational environment.

Reporting Bullying or Cyberbullying

Students who believe they have experienced or witnessed bullying or cyberbullying are encouraged to report the matter promptly to a School administrator, instructor, or other designated School official. Reports may be made verbally or in writing.

When possible, students should preserve relevant evidence, including emails, text messages, screenshots, social media postings, photographs, or other communications that may assist the School in reviewing the matter.

Students are encouraged to report concerns even when they are uncertain whether conduct meets the definition of bullying or cyberbullying. The School will review reported concerns and determine the appropriate response.

Investigation and Response

Lansdale School of Business will review reports of bullying and cyberbullying in a timely and appropriate manner. The School will make reasonable efforts to maintain privacy throughout the process while recognizing that information may need to be shared with individuals responsible for addressing the complaint.

When a violation is substantiated, the School may take appropriate corrective or disciplinary action based on the circumstances and severity of the conduct. Consequences may include counseling or educational interventions, written warning, probation, suspension, dismissal, or other disciplinary action consistent with School policy.

Serious conduct involving threats of violence, physical harm, stalking, or other potentially criminal behavior may be reported to appropriate law enforcement or other authorities when required or deemed appropriate.

Retaliation Prohibited

Lansdale School of Business strictly prohibits retaliation against any student, faculty member, staff member, or other individual who makes a good-faith report of bullying or cyberbullying or participates in the review of a complaint. Individuals who engage in retaliation may be subject to disciplinary action.

False Reports

Reports should be made honestly and in good faith. Knowingly making a false accusation or intentionally providing false information during an investigation may result in disciplinary action.

Community Responsibility

Every member of the Lansdale School of Business community shares responsibility for maintaining a professional, respectful, and inclusive learning environment. Students are encouraged to treat one another with professionalism

and respect and to seek assistance when they experience or observe behavior that may threaten the safety or well-being of another member of the School community.

Student Records Management

Lansdale School of Business maintains accurate and confidential records for each student throughout the student's enrollment and following completion or withdrawal from the School. Student records are maintained in accordance with applicable federal and Pennsylvania laws, regulations, and record-retention requirements.

Academic Transcripts

The academic transcript serves as the official record of a student's academic history at Lansdale School of Business. It provides a chronological summary of the student's enrollment and academic progress and may include the student's program of study, enrollment date, courses completed, credits or clock hours earned, accepted transfer credits, grades, grade-point average (GPA), attendance information, and date of graduation or withdrawal.

Academic records are maintained separately from financial aid records. Financial aid documentation is maintained by the **Financial Aid Office** in accordance with applicable federal and state requirements.

Emergency Preparedness

Lansdale School of Business is committed to maintaining a safe and secure learning environment for students, faculty, staff, and visitors. The School maintains emergency preparedness procedures designed to provide guidance and support during emergencies, including fire, severe weather, medical emergencies, hazardous conditions, security threats, and other unforeseen events.

All students, faculty, and staff are expected to follow emergency instructions provided by School administration, emergency personnel, and designated safety officials. Emergency procedures, evacuation routes, and designated assembly areas should be reviewed regularly. During an emergency, individuals should remain calm, follow instructions, and avoid interfering with emergency response personnel.

The School may use announcements, email, telephone, text messaging, or other communication methods to provide emergency information and instructions. Students and employees are responsible for maintaining current contact information with the School.

Emergency procedures are intended to help protect the safety and well-being of the entire Lansdale School of Business community. Any questions or concerns regarding emergency preparedness should be directed to School administration.

Policy Changes Affecting Students

Lansdale School of Business is committed to keeping students informed of changes to policies, procedures, academic requirements, and other matters that may affect their educational experience. The School may revise policies when necessary to maintain compliance with applicable laws and regulations, accreditation requirements, institutional standards, or changes in educational practices.

Students will be notified of significant policy changes through appropriate School communication, such as email, student announcements, the student portal, or updates to the School Catalog and Student Handbook. Students are responsible for reviewing official communications and remaining informed of policies and requirements that apply to their program of study.

Policy changes will be implemented in accordance with applicable requirements and will clearly identify, when appropriate, the effective date and students affected. Students with questions regarding a policy change should contact School administration or the appropriate department for clarification. **Exception:** Students will be notified at least 60 days in advance of any tuition changes.

Access to and Release of Transcripts

Currently enrolled students may request a copy of their academic transcript at any time during their enrollment. There is no charge for transcript requests made by current students.

Transcript Requests

Upon graduation or withdrawal from Lansdale School of Business, a final academic transcript is prepared and maintained as part of the student's official academic record.

Graduates may request an official transcript by submitting a written request to the School. There is **no fee for an official transcript requested by a graduate**.

Students who withdraw from the School may request either an **official or unofficial transcript** by submitting a written request. A **\$10 fee will be charged for each transcript request** made by a withdrawn student.

All transcript requests must be submitted in accordance with the School's established transcript request procedures. Transcripts will be released only as permitted by applicable federal and state laws and School policy.

Any outstanding financial obligations to Lansdale School of Business must be satisfied before an official transcript is released, except where the release of the transcript is required or otherwise permitted by applicable law.

Transcript requests are processed through the School, and official student transcripts are maintained onsite.

Students can use the Transcript Request form located on the school website.

Confidentiality and Security of Student Records

Lansdale School of Business recognizes the importance of protecting the privacy and confidentiality of student information. Student records are accessible only to authorized personnel who have a legitimate educational, administrative, or regulatory need to access the information.

Paper records are stored in secured file cabinets located within a **locked, restricted-access records area**. These safeguards are intended to protect student information from unauthorized access, loss, damage, or disclosure.

The School also maintains student information electronically. Electronic records are routinely backed up through secure systems, including cloud-based backup and other designated backup methods. Backup media are stored in a secure, fire-resistant location, with additional backup copies maintained offsite when appropriate.

Retention of Student Records

Lansdale School of Business retains student records in accordance with applicable Pennsylvania Department of Education requirements and institutional policies.

Academic transcripts are maintained as a **permanent academic record for at least 50 years** following a student's graduation, termination, or withdrawal, as required by applicable Pennsylvania Department of Education regulations for private licensed schools.

For students enrolled in nursing programs, records documenting academic achievement, theoretical instruction, clinical education, clinical experiences, and progression through the program are retained **indefinitely**, in accordance with applicable regulatory requirements.

Student health records are retained for **five years following completion of the student's program**, unless a longer retention period is required by law, regulation, accreditation standards, or other applicable requirements.

Financial aid and accounting records are retained for a minimum of **five years following the end of the applicable award year**, or for a longer period when required by federal or state regulations, audits, or other regulatory requirements.

Pennsylvania Department of Education Central Depository

Lansdale School of Business complies with Pennsylvania Department of Education requirements regarding the submission and preservation of student academic records.

Pennsylvania licensed and registered private schools are required to submit student transcripts from the previous academic year to the **Pennsylvania Department of Education Central Depository** by **September 30** of the same year. Lansdale School of Business fulfills this requirement in accordance with applicable Pennsylvania Department of Education regulations.

The School may revise its student records procedures and retention practices as necessary to remain compliant with changes in federal or state law, Pennsylvania Department of Education requirements, accreditation standards, and other applicable regulatory requirements.

PROGRAMS OF STUDY

The programs at Lansdale School of Business are organized into two divisions as follows:

ALLIED HEALTH

BUSINESS ADMINISTRATION

Each division consists of several programs of study. These programs are organized into either Associate in Specialized Business Degree programs or Diploma programs.

Associate in Specialized Business Degree Programs

To achieve the curriculum goals and objectives, the ASB degree programs have been divided into four separate components. The centerpiece of the academic program is the core curriculum. This consists of 20 credits of courses which the institution has determined are critical to successful employment in the fields of study offered and is required of all ASB degree graduates.

An additional 16 credits of general education courses are required to provide a well-rounded curriculum for all graduates. Eight of these credits are specific in requirement, with the remaining eight being comprised of any remaining general education courses, one of which must be a psychology course. All general education courses are identified with an asterisk in the course description section of the catalog.

An additional four credits are maintained as division requirements. These courses are the same for all ASB degree programs within the division.

The remaining 30 credits are allocated to specific requirements of the program. These courses are designed to provide skills and knowledge directed to success in the program of study.

Diploma Programs

Diploma programs are 30, 42 credits and 1500 clock hours for Practical Nursing and consist mostly of concentration courses.

Applicable to All Credit-Hour Programs

All credit-hour programs contain a component listed as related course requirement. A related course requirement is a required course that is related to the student's career objective. This course can be satisfied by any credit hour course listed in the LSB catalog. The Executive Director guides the student in making a choice that will best satisfy the student's personal or career goals. The final decision rests with the Executive Director.

ALLIED HEALTH DIVISION

The programs in the Allied Health Division are organized as follows:

ASSOCIATE IN SPECIALIZED BUSINESS PROGRAM

Medical Assistant

This degree program requires 70 credits for successful completion.

DIPLOMA PROGRAMS

Medical Administrative Specialist

This diploma program requires 30 credits for successful completion.

Billing and Coding Specialist

This diploma program requires 42 credits for successful completion.

Practical Nursing

This diploma requires 1500 clock hours for successful completion

Allied Health - Medical Assistant

The Medical Assistant ASB degree requires 70 credits for successful completion. The completion time is dependent upon the number of credits a student successfully completes each semester. Students in this program must have a grade of C (2.0) or higher in each medical class in order to qualify for the externship and graduation. Criminal background checks and child abuse clearances along with updated immunizations, current CPR certification and student liability insurance are required components for Externship.

Additional Requirements for Medical Assistant ASB degree Students and Practical Nursing Diploma Students

Students in these programs perform a variety of clinical skills including injections and phlebotomy. Prior to taking any clinical courses, students are required to have the appropriate insurance coverage, Hepatitis B series immunizations, required equipment, and LSB uniform and name tag. Insurance coverage and Hepatitis B series proof must be submitted to the designated instructor prior of any clinical class.

Students in these programs are required to have professional background checks prior to placement in externship / clinical sites and for employment in any medical facility. Refer to the link below on required professional clearances.

While on externship /clinical rotations students will have direct patient contact. Therefore, students entering the concentration section of the Medical Assistant program or Practical Nursing program are required to pass a physical exam stating that they are in good physical health and have current immunizations and boosters. Externship prerequisites must be to the Externship Coordinator 45 days prior to the start of the assigned term externship.

Associate in Specialized Business (ASB) Degree

ALLIED HEALTH

Medical Assistant

This Degree program requires 70 credits for successful completion.

		Core Requirementt	Credits
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
		General Education Requirements	
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
		Related General Education Requirements	8
		Division Requirements	
MED	110	Medical Terminology	4
		Concentration Requirements	
MED	103	Fundamentals of Health Care	2
MED	121	Anatomy & Physiology I	4
MED	122	Anatomy & Physiology II	4
MED	130	Beginning Clinical Procedures	2
MED	205	Pharmacology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	220	Laboratory Procedures	4
MED	230	Advanced Clinical Procedures	2
MED	290	Medical Assistant Externship	2
		Related course Requirements	2

Total Credits 70

This Medical Assistant program prepares the graduate to become an important member of the allied health team. Students become skilled in many aspects of medical assisting, including essential elements of clinical and laboratory skills combined with medical office administration. Graduates of the Medical Assistant ASB degree program are prepared for front-end and clinical responsibilities within healthcare settings such as physician offices, outpatient clinics, and other healthcare facilities.

An externship is required for every student enrolled in the Medical Assistant program. Students must maintain a cumulative 2.00 grade point average in all subjects and earn a C (2.0) or better in all medical courses to qualify for the externship. For other requirements for externship, please see "Additional Requirements for Medical Assistants." Medical Assistant students take classes in anatomy & physiology, medical terminology and pharmacology. They learn laboratory and clinical skills which include phlebotomy, urinalysis, vital signs, sterilization techniques, dressing changes, EKG, and medication administration.

Diploma

Medical Administrative Specialist

This Diploma program requires 30 credits for successful completion.

			Credits
ACC	101	Introduction to Accounting	4
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	101	English Fundamentals	4
MED	103	Fundamentals of Health Care	2
MED	110	Medical Terminology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	250	Introduction to Medical Coding	2
PSY	101	Introduction to Psychology	2
Related Course Requirements			2
Total Credits			30

The Medical Administrative Specialist diploma program builds a firm foundation of office procedures in a medical setting. An understanding of insurance and coding practices is included to create an all-around skill level and competency. Courses in medical terminology, medical insurance and billing, as well as medical coding provide the knowledge needed for employment. Graduates of this program are prepared for entry-level positions such as a Medical Receptionist, Medical Records Scanner, Medical Data-Entry Clerk, Ophthalmic Technician, Admissions Coordinator, or Insurance Call-Center Representative in a physician's office or other healthcare environments.

Diploma

Billing and Coding Specialist

This Diploma program requires 42 credits for successful completion.

			Credits
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	101	English Fundamentals	4
MED	103	Fundamentals of Health Care	2
MED	110	Medical Terminology	4
MED	121	Anatomy & Physiology I	4
MED	122	Anatomy & Physiology II	4
MED	130	Beginning Clinical Procedures	2
MED	205	Pharmacology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	250	Introduction to Medical Coding	2
MED	251	Intermediate Medical Coding	2
PSY	101	Introduction to Psychology	2
		Related Course Requirements	4
		Total Credits	42

The Billing and Coding Specialist diploma program is designed to provide students with the medical & clerical skills needed to be successful in a physician's office or hospital. The Billing and Coding Specialist builds a firm foundation of office procedures in the medical setting. An understanding of insurance and coding practices is included to create an all-around skill level and competency. Courses in medical terminology and anatomy classes add to the knowledge needed for employment. Graduates of this program are prepared for entry-level positions such as a medical receptionist, medical records scanner, medical data-entry clerk, ophthalmic technician, admissions coordinator, or insurance call-center representative in a physician's office, or other healthcare environment

Diploma Practical Nursing

This Diploma program requires 1500 clock hours for successful completion.

		Hours
NUR111	Human Anatomy & Physiology	96
NUR112	Fundamentals of Nursing	120
NUR113	Medical Terminology	36
NUR114	Professional Concepts	36
NUR115	Clinical Application I	75
NUR121	Fundamentals of Nursing II	48
NUR122	Geriatrics Nursing	30
NUR123	Pharmacology	78
NUR124	IV Therapy	30
NUR125	Clinical Application II	180
NUR131	Adult Nursing I	120
NUR132	Maternal Newborn Nursing	48
NUR133	Pediatric Nursing	48
NUR135	Clinical Application III	150
NUR141	Adult Nursing II	90
NUR145	Clinical Application IV	315
Total Hours		1500

The Practical Nursing program is designed to prepare students with the necessary knowledge, skills, abilities and attitude to obtain entry-level employment as a Practical Nurse. Work settings could include hospitals, physician offices, long-term care facilities, clinical offices, schools, and government agencies. This program will emphasize the values of caring, professional accountability, and professional ethics.

The program consists of lecture courses, labs, and clinical experiences that must be taken in sequence. Material learned in the classroom is practiced in the on-site laboratory and applied to the care of patients in the clinical settings. Hours for clinical rotations will be outside of normal class times and attendance is mandatory. Students are responsible for their own transportation to and from clinical sites.

Graduates of the program are eligible to sit for the NCLEX-PN licensure examination. After passing the exam, graduates may apply for licensure to become a Licensed Practical Nurse (LPN). The school cannot guarantee licensure or certification.

Please review Practical Nursing Handbook for additional requirements and policies regarding Practical Nursing.

BUSINESS ADMINISTRATION DIVISION

The programs in the Business Administration Division are organized as follows:

ASSOCIATE IN SPECIALIZED BUSINESS PROGRAMS

The Business Administration Division ASB degree program are divided into core requirements, general education requirements, division requirements, and courses in the student's area of concentration. These programs require 70 credits for successful completion. The completion time is dependent upon the number of credits a student successfully completes each semester.

Business Administration

Accounting / Management

This Degree program requires 70 credits for successful completion.

Business Administration

Marketing Management

This Degree program requires 70 credits for successful completion.

Business Administration

Office Operations Management

This Degree program requires 70 credits for successful completion.

Office Operations Management program features three office specializations

Accounting Office

Medical Office

Word Processing Office

Business Administration

Paralegal

This Degree program requires 70 credits for successful completion.

DIPLOMA PROGRAMS

Accounting Specialist Diploma

This Diploma program requires 30 credits for successful completion.

Associate in Specialized Business (ASB) Degree

BUSINESS ADMINISTRATION

Accounting/Management

This Degree program requires 70 credits for successful completion.

		Core Requirements	Credits
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
		General Education Requirements	
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
		Related General Education Requirements	8
		Division Requirements	
BUS	111	Business Law	2
BUS	210	Organizational Management	2
		Concentration Requirements	
ACC	200	Computerized Accounting	2
ACC	201	Payroll Accounting	4
ACC	202	Intermediate Accounting	4
ACC	207	Federal Income Taxes	4
ACC	222	Advanced Computerized Accounting	2
BUS	103	Marketing Principles	2
BUS	220	Human Resource Management	2
CIS	150	Electronic Spreadsheets	2
CIS	244	Applied Word Processing	2
CIS	250	Advanced Electronic Spreadsheets	2
		Related Course Requirements	4
		Total Credits	70

Accountants play key roles in the successful operation and management of businesses and organizations. The basic knowledge of accounting theory and practice, including computerized applications, will qualify graduates for accounting careers. A hands-on practical approach is utilized to teach accounts payable, accounts receivable, payroll, and taxes. LSB's Accounting/Management ASB degree program is designed to enable students to compile, analyze, and audit business records, prepare financial reports, develop budgets and projections, and provide financial advice and direction to management.

The program provides students with a diverse background in professional accounting and fundamental business knowledge and skills to function comfortably in a business environment. Graduates of this program are prepared for entry-level positions such as Junior Accountants, Auditors, Tax Processors, Payroll Managers, and Inventory Control Coordinators.

Associate in Specialized Business (ASB) Degree

BUSINESS ADMINISTRATION

Marketing/Management

This Degree program requires 70 credits for successful completion.

		Core Requirements	Credits
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
		General Education Requirements	
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
		Division Requirements	
BUS	111	Business Law	2
BUS	210	Organizational Management	2
		Concentration Requirements	
BUS	103	Marketing Principles	2
BUS	105	Salesmanship	2
BUS	107	Advertising Principles	2
BUS	109	Design Principles	2
BUS	141	Small Business Management	2
BUS	204	Applied Marketing Management	2
BUS	205	Social Media Marketing	2
BUS	207	Advertising Campaigns	2
CIS	150	Electronic Spreadsheets	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	182	Computerized Drawing	2
CIS	285	Photo Editing & Design	2
Related Course Requirements			4
Total Credits			70

Marketing is an exciting, fast-paced and contemporary business discipline. Organizations engage in marketing and advertising activities on a daily basis and need trained individuals to support their goals. The Marketing/Management ASB degree program offers students opportunities to plan and prepare advertising and promotional materials used in campaigns. Critical communications and creative problem-solving skills will be developed to enable graduates to more clearly portray their company or clients' message. Graduates of this program are prepared for entry-level positions such as Account Executive, Assistant Marketing Manager, Human Resource Coordinator, Sales Associate, Sales Engineer and Customer Service Representative.

Associate in Specialized Business (ASB) Degree

BUSINESS ADMINISTRATION

Office Operations Management

This Degree program requires 70 credits for successful completion.

Core Requirements			Credits
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
General Education Requirements			
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
BUS	111	Business Law	2
BUS	210	Organizational Management	2
Office Specialization Requirements			
See next page for course requirements			18
Related Course Selections			
Selected in consultation with the Academic Department			12
Total of Requirements			70

BUSINESS ADMINISTRATION (ASB) Degree**Office Operations Management**

This Degree program requires 70 credits for successful completion.

Students are to choose one of the following office specializations

Accounting Office Specialization

ACC	200	Computerized Accounting	2
ACC	201	Payroll Accounting	4
ACC	202	Intermediate Accounting	4
ACC	207	Federal Income Taxes	4
CIS	150	Electronic Spreadsheets	2
CIS	160	Database Management	2

Total Specialization Credits **18**

Medical Office Specialization

CIS	150	Electronic Spreadsheets	2
MED	103	Fundamentals of Health Care	2
MED	110	Medical Terminology	4
MED	206	Medical Insurance and Billing	2
MED	208	Computerized Medical Office	2
MED	250	Introduction to Medical Coding	2
MED	251	Intermediate Medical Coding	2
MED	252	Advanced Medical Coding	2

Total Specialization Credits **18**

Word Processing Office Specialization

CIS	150	Electronic Spreadsheets	2
CIS	160	Database Management	2
CIS	170	Presentation Graphics	2
CIS	180	Digital Publishing	2
CIS	201	Systems Management	2
CIS	244	Applied Word Processing	2
CIS	250	Advanced Electronic Spreadsheets	2
CIS	280	Advanced Digital Publishing	2
CIS	285	Photo Editing & Design	2

Total Specialization Credits**18**

Administrative professionals are in high demand in all industries. The Office Operations Management ASB degree program provides students with fundamental skills for managing daily operations within general corporate, accounting or medical environments. Coursework for the three specializations includes a core understanding of business math principles, personal finance, office procedures, and word processing.

Graduates of this program are prepared for entry-level positions in a variety of environments such as a Customer Service Manager, Human Resource Manager, Warehouse Manager, Office Supervisor, Medical Admissions Manager, Patient Service Advocate, Home Healthcare Administrator, Financial Office Manager, or Business Manager, among others.

Associate in Specialized Business (ASB) Degree

BUSINESS ADMINISTRATION

Paralegal

This Degree program requires 70 credits for successful completion.

		Core Requirements	Credits
ACC	101	Introduction to Accounting	4
BUS	120	Office Procedures	2
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
CIS	140	Introduction to Word Processing	2
ENG	103	Written Communications	2
ENG	105	Skills for Academic Success	2
MAT	101	Business Mathematics	2
MAT	102	Personal Finance	2
		General Education Requirements	
ENG	101	English Fundamentals	4
ENG	104	Speech Communications	2
MAT	103	Principles of Mathematics	2
Related General Education Requirements			8
		Division Requirements	
BUS	111	Business Law	2
BUS	210	Organizational Management	2
		Concentration Requirements	
ACC	200	Computerized Accounting	2
BUS	103	Marketing Principles	2
CIS	244	Applied Word Processing	2
PLS	120	Legal Research	2
PLS	140	Legal Writing	2
PLS	160	Civil Procedure & Litigation	2
PLS	180	Bankruptcy Law	2
PLS	210	Wills, Estates, and Trusts	2
PLS	230	Domestic Relations/Family Law	2
PLS	250	Tort Law	2
PLS	260	Commercial and Employment Law	2
PLS	270	Real Estate Law	2
PLS	290	Criminal Law	2
Related Course Requirements			4
Total Credits			70

The Paralegal ASB degree program provides the critical thinking skills necessary to assist attorneys and administratively manage a legal office. A wide variety of career opportunities is available when you decide to enter one of today's fastest growing occupations. A Paralegal will research, analyze information, and prepare written reports. Paralegals may also interview witnesses, obtain affidavits, and administratively support the attorney during the trial. Computer research, course work in a variety of legal specialties, and practical legal skills are among the highlights of this program. Students enrolled in the Paralegal program during the day should be aware that they will be required to attend evening classes to complete the program. Graduates of this program are prepared for entry-level positions such as a Paralegal, Court Clerk, Office Manager and Compliance Agent in private law firms, government agencies and municipalities, real estate and insurance firms, banks, and corporate law departments.

Diploma Accounting Specialist

This Diploma program requires 30 credits for successful completion.

			Credits
ACC	101	Introduction to Accounting	4
ACC	200	Computerized Accounting	2
ACC	201	Payroll Accounting	4
ACC	202	Intermediate Accounting	4
CIS	101	Introduction to Computers	2
CIS	130	Beginning Keyboarding	2
MAT	101	Business Mathematics	2
MAT	103	Principles of Mathematics	2
ENG	101	English Fundamentals	4
PSY	101	Introduction to Psychology	2
		Related Course Requirements	2
Total Credits			30

The Accounting Specialist diploma program opens the door to employment in an accounting office or in a general office setting with a strong accounting component. Accounting courses include introductory and intermediate levels, with Payroll Accounting and Computerized Accounting as an extra focus. Accounting Specialists also learn basic computer skills to build competency in a business environment. Graduates of this program are prepared for entry-level positions such as an Accounts Payable/Receivable Clerk, Accounting Assistant, Payroll Clerk, Bank Teller, or Collections Representative.

COURSE NUMBERING SYSTEM

Every course offered by LSB receives a three-digit letter and three-digit number designation. Courses are assigned the letter designation based on the following list:

ACC Accounting Courses	MAT Math Related Courses
BUS Business Courses	MED Allied Health Courses
CIS Computer Courses	NUR Practical Nursing Courses
ECO Economic Course	PLS Paralegal Studies Course
ECO Economics Courses	PLS Paralegal Studies Courses
ENG English Course	PSY Psychology Courses
GEN General Education Courses	

* Courses denoted with an asterisk indicate general education courses

Courses are assigned a number designation based on the academic level of the course. Courses in the 100-199 range are more introductory courses and courses in the 200-299 range are usually more advanced classes.

COURSE DESCRIPTIONS

ACC 101 INTRODUCTION TO ACCOUNTING 4 Credits

This course is a study of accounting principles and their applications. Instruction and practice will be based on the use of common accounting firms such as: general journal, general ledger, and financial statements. The accounting cycle will be completed utilizing the trial balance, worksheet, income statement, owner's equity statement, balance sheet, adjusting and closing entries will be studied. Special journals such as the cash receipts journal, cash payments journal, purchases journal, and sales journal will be introduced along with the use of subsidiary ledgers.

ACC 200 COMPUTERIZED ACCOUNTING 2 Credits

The course emphasis will be on giving the student the opportunity to apply previously learned manual accounting concepts and procedures to the computer. Students will learn to maintain the account records of a small business using the popular software program, QuickBooks. *Prerequisite: ACC101*

ACC 201 PAYROLL ACCOUNTING 4 Credits

This course emphasizes the methods of computing wages and salaries, federal v. state wage hour laws, required payroll data, Form W-4 and state withholding forms, journal entries for payroll, and the preparation of governmental reports. This course includes a continuing payroll problem which reinforces the material learned in each chapter. *Prerequisite: ACC101*

ACC 202 INTERMEDIATE ACCOUNTING 4 Credits

This more detailed look at accounting includes a study of receivables, payables, inventory, property, plant, equipment, partnerships, corporations, statement analysis; and statement of cash flows and comparative financial statements. *Prerequisite: ACC101*

ACC 203 COST ACCOUNTING 4 Credits

This course gives the student a basic knowledge of cost concepts, cost behavior, and cost accounting techniques to manufacturing, merchandising, and service businesses. Students learn how to determine costs of products and services more accurately; use the knowledge of product and service costs to set selling prices, to bid on contracts, and to analyze the relative profitability of various products and services. *Prerequisite - ACC101*

ACC 207 FEDERAL INCOME TAXES 4 Credits

This course studies the federal income tax laws as they relate to individuals. Major topics include gross income with emphasis on inclusions, exclusions, and deductions, itemized deductions, personal exemptions, filing status, tax credits, capital gains and losses, depreciation, and other applicable topics. *Prerequisite: ACC101*

ACC 222 ADVANCED COMPUTERIZED ACCOUNTING 2 Credits

This course is a continuation of ACC200 - Computerized Accounting. The student will continue learning computerized accounting for a merchandising business. In addition to accounting concepts, students use a fictitious company and receive hands-on training in the use of QuickBooks within each chapter. *Prerequisite: ACC200*

ACC 295 READINGS IN ACCOUNTING/MANAGEMENT 2 Credits

This course provides for students to explore aspects of Accounting/ Management which have not yet been covered in other courses or which have not been treated in detail. This course is designed to be an independent study project supervised by a faculty member in a student's last semester. Students are required to read and study articles covering Accounting/Management and prepare and submit summary reports covering these readings each week.

BUS 103 MARKETING PRINCIPLES 2 Credits

A study of the principles, methods, and problems of marketing. A general survey is made of the marketing field, including ethics, global issues, and careers in marketing.

BUS 105 SALESMANSHIP 2 Credits

An extensive study of all phases of successful selling, such as approach demonstrations, sales resistance, closing, suggestive selling, deal service selling, etc. Also a study of the practical psychology related to buying motives, etc.

BUS 107 ADVERTISING PRINCIPLES 2 Credits

This course gives the student an introduction to the core principles of advertising. Topics include the various types of advertising, integrated marketing communications, ethics, consumer behavior, the work of advertising agencies, and media selection.

BUS 109 DESIGN PRINCIPLES 2 Credits

This course is an introduction to the basic principles of two-dimensional design as it pertains primarily to advertising materials. Content of the course will include composition techniques and styles, balance, and proportion as well as design elements including color theory, line, shape, value and texture. Hands-on original projects will take up a substantial portion of the allotted class time. Portfolio Required.

BUS 111 BUSINESS LAW 2 Credits

This course covers the types of law and the judicial system, contracts, personal property, business ethics, basic workplace law, an introduction to corporate law.

BUS 120 OFFICE PROCEDURES 2 Credits

This course is designed to help students deal with the changing nature of work in the twenty-first century. Throughout, the text emphasizes technology, the global economy, increased diversity of the workforce (with oral and written communication skills, teamwork skills, critical thinking skills, and adaptability skills being crucial for success), the changing nature of work (with the virtual office a reality), and the changing organizational structures (with downsizing and the greater use of temporary employees).

BUS 122 BUSINESS MACHINES 2 Credits

This course is designed to assist students in acquiring competence with electronic calculators. Students will be assigned to an advisor for attendance and grading purposes; however, normal classroom instruction will not be provided.

BUS 141 SMALL BUSINESS MANAGEMENT 2 Credits

This course is designed to prepare students for the problems encountered in starting or working for a small business. Topics covered include the importance of small business, franchising, and analysis of the problems facing the small business entrepreneur. The student will develop a business plan.

BUS 204 APPLIED MARKETING MANAGEMENT 2 Credits

An in-depth examination of concepts introduced in Marketing Principles as they apply to real life situations. Students will analyze cases based on familiar companies and design and complete a marketing plan. *Prerequisite: BUS103*

BUS205 SOCIAL MEDIA MARKETING 2 Credits

Businesses of all types and sizes have recognized the value of social media marketing for its power to reach customers in order to meet diverse strategic objectives that range from building brands to developing customer loyalty. The need for professionals who are attuned to the new and emerging processes for engaging the marketing function in digital spaces is creating a demand for savvy social media marketing professionals.

BUS 207 ADVERTISING CAMPAIGNS 2 Credits

A continuation of the fundamentals of advertising. Topics include creative strategies, creative process, and creative execution, producing ads for print, electronic, and digital media, and reaching the target audience. Students will design and present a comprehensive campaign project. *Prerequisite: BUS107*

BUS 210 ORGANIZATIONAL MANAGEMENT 2 Credits

An overview of the skills required managing business organizations and supervising people effectively. The management concepts of planning, organizing, leading, team building, decision-making, and controlling are the focus of the course.

BUS 220 HUMAN RESOURCE MANAGEMENT 2 Credits

This course focuses on the basic personnel/human resource functions including recruiting, selecting, and training employees; performance appraisal methods; compensation and fringe benefits.

BUS 295 READINGS IN BUSINESS 2 Credits

This course encourages students to think critically about the interrelationship between the disciplines within the Business curriculum and topics that the student and faculty member will select. The student will read articles and book selections covering the different aspects of the selected topic as it relates to the disciplines within General Studies and submit critiques/papers each week. This course is designed to be an independent study project supervised by a faculty member.

CIS 101 INTRODUCTION TO COMPUTERS 2 Credits

With no prior computer experience, students will progress through a systematic study of the elements of today's desktop operating systems and most commonly used programs. From basic mouse skills through managing files and folders through using the Microsoft Office programs, students will gain a degree of computer literacy necessary to operate in today's high-tech environment

CIS 130 BEGINNING KEYBOARDING 2 Credits

Course emphasis is to develop touch control of the keyboard (typing while not looking at the keyboard), learn proper typing techniques, and build basic speed and accuracy. Instruction will include basic introductory elements of word processing including screen elements, open, close, create and save a file, navigate in a file, select text, spell check, print preview and print documents. Lessons 1-10 must be completed twice, you must complete the key pad in lesson 20, you must type without looking at your hands, and you must be able to type at least 20/3/3 in order to successfully complete this course.

CIS 140 INTRODUCTION TO WORD PROCESSING 2 Credits

Through extensive hands-on applications, the students will learn how to utilize word-processing skills for use in personal and business applications. They will create various types of tables, memorandums, business letters, emails, and reports. Accuracy, attention to detail, listening skills, note taking and production speed are stressed. *Prerequisite: CIS130*

CIS 150 ELECTRONIC SPREADSHEETS 2 Credits

At the completion of this course, students will be familiar with the most commonly used features of electronic spreadsheets. *Prerequisite: CIS101*

CIS 160 DATABASE MANAGEMENT 2 Credits

The term Database Management (DBM) is used to describe computer software that creates, stores, sorts, and retrieves data for business. This course will teach students to create a data file, make additions or changes, sort the data, query the database, and generate reports from the data. Also create a database. *Prerequisite: CIS101*

CIS 170 PRESENTATION GRAPHICS 2 Credits

Corporations need visual aids for their business presentations at sales meetings, seminars, and conferences. Software is used to create presentations, which can be made into overheads, paper slides, or computer slideshows. *Prerequisite: CIS101*

CIS 180 DIGITAL PUBLISHING 2 Credits

This course is an introduction to digital publishing. The student will learn to create layouts, lines and shapes, text formatting, and page elements. *Prerequisite: CIS101*

CIS 181 TYPOGRAPHY 2 Credits

This course is an introduction to the use of typography as a design element. Content of the course will include the history of type, variations in type style and design, purpose of type as a design element, and the relationships between type and subject matter. Hands-on original projects will take up a substantial portion of the allotted class time.

CIS 182 COMPUTERIZED DRAWING 2 Credits

This course is about learning the fundamentals of digital illustration (electronic design), which is used in the field of graphic arts. Digital illustrations can be the graphics used in page layout software, to create high quality publications, or posted on the Web.

CIS 224 WEB PAGE DESIGN 2 Credits

Once students have learned to create Web pages using HTML, the course focuses on some of the elements of design. Included will be use of color and backgrounds, text, and graphics that inform and communicate concepts and ideas. *Prerequisite: CIS122*

CIS 240 INTERMEDIATE WORD PROCESSING 2 Credits

This course will teach, in detail, basic word processing skills. It will discuss such topics as creating documents, selecting and editing text, formatting characters, writing tools, formatting paragraphs, tabs and tabbed columns, moving and copying text, find and replace, margins and print options, page and section breaks, page numbers, headers, and footers, styles and themes, templates and mail merge. *Prerequisite: CIS140*

CIS 242 ADVANCED WORD PROCESSING 2 Credits

This course will teach advanced word processing skills. It will discuss such topics as tables, columns, graphics, text boxes and desktop publishing, smart art and charts, advanced mail merge, fields and forms, macros, footnotes and endnotes, outlines, indexes and tables of contents, and sharing your work and hyperlinks. *Prerequisite: CIS240*

CIS 244 APPLIED WORD PROCESSING 2 Credits

This course will teach, in detail, basic to advanced word processing skills. It will discuss such topics as creating documents, selecting and editing text, formatting characters, writing tools, formatting paragraphs, tabs and tabbed

columns, page and section breaks, page numbers, headers, and footers, tables, columns, mail merge, and fields and forms.

CIS 250 ADVANCED ELECTRONIC SPREADSHEETS 2 Credits

This course will introduce the student to the more sophisticated and powerful areas of electronic worksheets. We will explore ways to increase productivity while using spreadsheets. Students will use analysis, linking, and workgroup features. Included also will be the use of data and list features of spreadsheets. *Prerequisite: CIS150*

CIS 260 ADVANCED DATABASE MANAGEMENT 2 Credits

This course is a continuation of CIS 160—Database Management. After having learned the basics of table, query and report creation, students will begin to build relationships between tables (the "relationships" of relational databases) based on unique and non-unique relationships. They will learn the basics of building a graphical user interface for users, and learn techniques for automating tasks within the databases. *Prerequisite: CIS160.*

CIS 280 ADVANCED DIGITAL PUBLISHING 2 Credits

This course is a continuation of the introductory course in digital publishing. The student will learn advanced topics including workflow, layouts, advanced styles and complex text elements. Portfolio required. *Prerequisite: CIS180*

CIS 282 ADVANCED COMPUTERIZED DRAWING 2 Credits

This course is a continuation of the introductory Computerized Drawing class and covers the more advanced elements of digital illustration (electronic design), which is used in the field of graphic arts. Digital illustrations can be graphics used in page layout software to create high quality publications or can be used as Web page illustrations. Portfolio required. *Prerequisite: CIS182*

CIS 285 PHOTO EDITING & DESIGN 2 Credits

This course is an introduction to the elements of photo editing. One aspect of the course is learning image editing—the process of making changes to existing digital images. Another aspect is learning painting—using brushes and color palettes to create, or modify, digital images.
Prerequisite: CIS101

CIS 286 ADVANCED PHOTO EDITING & DESIGN 2 Credits

This course is a continuation of the introductory course, Photo Editing CIS 285, and covers the more advanced elements of photo editing. Portfolio Required. *Prerequisite: CIS285*

CIS 295 READINGS IN COMPUTERS 2 Credits

This course allows for students to explore aspects of the computer field and see the wealth of technology articles available. This course is designed to be an independent study project supervised by a faculty member. Students are required to read and study articles covering computers and prepare and submit summary reports covering these readings each week. An evaluation by the student is submitted in the final week.

***ECO 200 ECONOMICS 2 Credits**

This is a study of how the entire economic system works. The course is centered on an examination of gross national product and examines fiscal and monetary policy, the budget, and banking. It shows the roles each plays in stabilizing the economy.

***ENG 101 ENGLISH FUNDAMENTALS 4 Credits**

A thorough study of the use of style in order to improve the student's ability to communicate effectively. Emphasis is placed on understanding the structure of language and developing writing skills. Various sources provide the basis of instruction, including excerpts from literature and philosophy.

ENG 103 WRITTEN COMMUNICATIONS 2 Credits

Students will learn and practice the process of planning, drafting, revising, and editing to produce more effective written communications. Employing psychology, style, and strategies appropriate for the writer's purpose and audience will be emphasized. Students will also learn to create effective resumes. *Prerequisite: ENG101*

***ENG 104 SPEECH COMMUNICATIONS 2 Credits**

This course is aimed at improving confidence and developing skills in speaking and listening through study, preparation, and presentation of several types of speaking assignments.

ENG 105 SKILLS FOR ACADEMIC SUCCESS 2 Credits

This course is designed to prepare students for success in their academic, professional, and personal endeavors. Students will acquire skills essential to life-long learning and achievement in the workplace. Course content emphasizes: critical thinking and information literacy; oral and written communication; memory, reading, and note taking skills; study and test-taking skills; goal setting; and time and stress management.

***GEN 110 WORLD GEOGRAPHY 2 Credits**

This course provides opportunity for the student to acquire a better understanding of international relations in the world in which we live and do business. Political, geographical, cultural, demographic, and environmental elements will be explored.

***GEN 120 INTRODUCTION TO SOCIOLOGY 2 Credits**

This course is designed as an introduction to sociology focusing on the theories and methods, and basic sociologic concepts. The student will study social institutions that shape and influence the behavior of the individual and groups in society with emphasis on examining contemporary social problems. The basic purpose of the course is to help students examine their place in society.

***GEN 130 ETHICS 2 Credits**

Students will get a thorough introduction of the concepts, theories, and reasoning of morality and ethics in this course. Topics that will be covered in lecture and discussion will be the following: what morality is, moral reasons and explanations, moral theories, integrity, respect for persons, justice, compassion, responsibility, and individual dealings with ethical issues.

***GEN 140 HEALTH AND WELLNESS 2 Credits**

Health and wellness is a general education course designed to expand the student's knowledge of health issues including a definition of health, nutrition, fitness, chronic diseases, environmental issues and health care in this country. Students will have the opportunity to examine their own attitudes toward health issues and perhaps come up with a plan to modify and improve their own health.

***GEN 150 SMALL GROUP COMMUNICATION 2 Credits**

The purpose of this course is to enable the student to become a better communicator and a more productive and effective member of a group by acquiring skills to enhance group interaction. The focus will be on group development and dynamics, group roles, decision-making, leadership, power, diversity, and conflict management including practice with learning situations and problem-solving situations.

***GEN 210 CONTEMPORARY ISSUES 2 Credits**

A study of the important political, economic, and social issues of contemporary society. The social institutions that shape and influence the behavior of the individual and groups in society are studied with emphasis on examining contemporary social problems. The purpose of the course is to help students examine their role in society.

***GEN 230 AMERICAN GOVERNMENT**

2 Credits

Students will gain a more complete understanding of the basic organization and functions of the national, state, and local governments through a series of assigned readings and lectures. Emphasis will be placed on learning basic concepts and ideas concerning the Constitution, the interrelationship between the three branches of government: Executive, Legislative and Judicial, the electoral process, the role of government in the lives of ordinary people, and the roles of political parties, interest groups, public opinion, and the mass media in government.

***GEN 295 READINGS IN GENERAL STUDIES**

2 Credits

This course encourages students to think critically about the interrelationship between the disciplines within General Studies and topics that the student and faculty member will select. The student will read articles and book selections covering the different aspects of the selected topic as it relates to the disciplines within General Studies and submit critiques/papers each week. This course is designed to be an independent study project supervised by a faculty member.

MAT 101 BUSINESS MATHEMATICS

2 Credits

This course reinforces basic mathematics. Topics include operations with whole numbers, fractions, mixed numbers, decimals and percent's as they apply to business activities.

MAT 102 PERSONAL FINANCE

2 Credits

This course is designed to enable students to effectively manage their personal and family financial assets. It will include establishing financial goals, budgeting, saving and investing, acquiring and using credit wisely, determining insurance needs, planning for retirement, and making wise spending decisions.

***MAT 103 PRINCIPLES OF MATHEMATICS**

2 Credits

This course will give students an understanding and application of mathematical concepts. Topics include, measurement using the metric system, reading of statistical information, signed numbers, and solving basic algebraic equations.

MED 103 FUNDAMENTALS OF HEALTH CARE

2 Credits

This course will address the concepts that are common to all health care students in many different health careers. Discussions will center on understanding the basic information needed to succeed in the fast-paced world of medicine. Course topics include discussions related to health care delivery systems, the health care of patients through the life-span, interpersonal skills and human relations, and taking care of oneself in a stress-related occupation. A brief history of medicine will also be included. Certification in first aid and cardiopulmonary resuscitation (CPR) will be included.

MED 105 ADMINISTRATIVE MEDICAL OFFICE

2 Credits

Administrative medical office is a lecture course designed to furnish the student with the general administrative skills needed to work in a health care setting. The skills acquired will allow the student to learn front desk operations and provide them with an overview of the medicine profession as a service-oriented business. Included topics are professionalism, medical ethics and law, patient reception, telephone techniques, appointment scheduling, medical records, and an overview of medical office management.

MED 110 MEDICAL TERMINOLOGY

4 Credits

This course familiarizes the student with the language of medicine. An introduction to medical terms begins by learning the definitions of common prefixes, root words, and suffixes. The students learn to decipher medical words by identifying the parts of the medical words and their meanings. Medical terminology is studied by learning each of the eleven body systems. Basic anatomy, word building definitions, spelling, and pronunciation will be included for each body system studied. A research project will be completed in this course.

MED 121 ANATOMY AND PHYSIOLOGY I**4 Credits**

Anatomy and physiology are a course that explores normal structure and function of the body. Included is the study of chemistry as it relates to the body, the cell, body tissues, the integumentary system, the musculoskeletal system, nervous, the senses, and the endocrine system. Common diseases, diagnostic techniques and current treatments will be discussed in each system studied.

MED 122 ANATOMY AND PHYSIOLOGY II**4 Credits**

Anatomy and physiology II are a course that continues the study of the structure and function of the various systems of the body. The heart, circulatory, and respiratory systems are studied as well as the digestive, urinary system, reproductive systems, pregnancy, growth and development. Common diseases, diagnostic techniques and current treatments are discussed in each system studied. *Prerequisite: MED121*

MED 130 BEGINNING CLINICAL PROCEDURES**2 Credits**

Beginning clinical skills is a lecture/laboratory course designed to give the student the theory and practice needed to master the basic clinical procedures performed in the medical office. The student will be given instruction in the infectious disease process, infection control, hand washing, and OSHA guidelines. Medical history taking, vital signs, and the routine physical exam will be discussed. Skills to be demonstrated include use of aseptic technique, vital signs, and assisting with routine physical exam. A brief discussion of the basics of prescriptions, pharmaceutical abbreviations, and medication instructions are included. ***If students' clinical skills are not at mastery level according to course requirements they will not be eligible for a passing grade and will have to re-take the entire course.***

MED 205 PHARMACOLOGY**4 Credits**

Pharmacology is a lecture/laboratory course designed to furnish the student with both theory and practical applications of the use of medications in the medical office. Classification of drugs, drug sources, drug legislation, and the most common drugs prescribed in a medical office will be discussed. The metric, apothecary, and household systems of measurement will be learned. Prescriptions, abbreviations, and calculating the correct drug dosage for both pediatric and adult patients will be learned. Medication administration is taught and will include injection techniques. Immunizations will be discussed in detail. Emphasis will be placed on legal implications and safety. ***If students' clinical skills are not at mastery level according to course requirement they will not be eligible for a passing grade and will have to re-take the entire course.***

Prerequisite: MED110, MED130

MED 206 MEDICAL INSURANCE AND BILLING**2 Credits**

This course presents information in the area of third-party reimbursement of physician services. Medical Billing and submission of the medical insurance claim form are covered. Billing and statement preparation in the medical setting, health insurance coverage, and insurance claim processes, as well as the ethical and legal issues of claims processing are covered.

Prerequisite MED110

MED 207 MEDICAL TRANSCRIPTION**2 Credits**

Using actual physician dictation, students will transcribe various medical reports in different specialties including chart notes, discharge summaries, consultations, and histories and physicals. Emphasis will be placed on understanding medical terms in the context of the reports to accurately transcribe physician dictations. Proofreading exercises, abbreviations, and medical sound-alike words will be reviewed for each chapter studied. *Prerequisites: MED110, CIS130*

MED 208 COMPUTERIZED MEDICAL OFFICE

2 Credits

Computerized medical office introduces the student to the use of computers in the medical office using actual medical office computer software. Using the software, student will work with patient files and perform various office activities including recording patient information, entering transactions, scheduling appointments, using insurance claim management, and printing reports. Simulations then give the students experience in realistic office tasks by providing an overview of the types of tasks they might do on a daily basis. *Prerequisites: MED110, MED206 or taking concurrently.*

MED 220 LABORATORY PROCEDURES

4 Credits

Laboratory Procedures is a lecture/laboratory course in which students are introduced to the theory and clinical aspects of work in a physician's laboratory. The course includes essential skills needed for working in the clinical laboratory and including phlebotomy and finger stick blood collection. Specimen collection and laboratory testing performed includes urinalysis, hematology, clinical chemistry, microbiology, and serology. Safety, OSHA standards and quality assurance are stressed. ***If students clinical skills are not at mastery level according to course requirements and instructor they will not be eligible for a passing grade and will have to re-take the entire course.*** *Prerequisites: MED110, MED121, MED122, MED130, MED205*

MED 230 ADVANCED CLINICAL PROCEDURES

2 Credits

This is a lecture/laboratory course in which students are introduced to the advanced clinical skills that could be performed in a medical office. This course covers the theory and practicum associated with such topics as sterile technique, minor surgery setup, dressing changes, and sterilization of equipment. Various medical specialty exams including pediatrics and obstetrics and gynecology will be discussed as well as electrocardiograms and physical therapy. Students will be able to practice many of these procedures safely in the classroom setting. ***If students' clinical skills are not at mastery level according to course requirements they will not be eligible for a passing grade and will have to re-take the entire course.*** *Prerequisites: MED110, MED121, MED122, MED130*

MED 250 INTRODUCTION TO MEDICAL CODING

2 Credits

This course gives an overview of medicine as a business and gives detailed information in diagnostic coding using ICD-9 and ICD-10 codes. The student learns how to depict cases and how to code various diagnoses needed to complete insurance forms for payment. *Prerequisite: MED110, MED 206 or taking concurrently*

MED 251 INTERMEDIATE MEDICAL CODING

2 Credits

A continuation of the introductory class, this course provides more coding and billing skills. A review of the ICD-9 and ICD-10 manuals will be used as resources to interpret guidelines for appropriate diagnostic codes as well as mock patient case studies. Introduction to the CPT, modifiers, evaluation and management procedural rules and coding systems.

Prerequisite: MED250.

MED 252 ADVANCED MEDICAL CODING

2 Credits

The focus of this course is to analyze the procedural rules for the CPT, modifiers, evaluation and management coding systems to code patient services and diagnoses using mock patient case studies. Students will apply objectives learned from previous courses to synthesize information. *Prerequisite: MED251.*

MED 253 SIMULATIONS IN MEDICAL CODING

2 Credits

This course focuses on the evaluation of coding principles learned in previous coding courses. In this course, the student codes source documents that he or she can expect to encounter on the job. The student will analyze and synthesize source documents and apply ICD-9/ICD-10, CPT, and HCPCS codes based on documentation. *Prerequisite- MED 252*

MED 258 ADVANCED COMPUTERIZED MEDICAL OFFICE 2 Credits

Advanced computerized medical office reinforces computer utilization in the medical office. Using the software, the student will work with patient files and perform various office activities including recording patient information, entering transactions, scheduling appointments, using insurance claim management, and printing reports. Simulations then give the students experience in realistic office tasks by providing an overview of the types of tasks they might do on a daily basis. Prerequisite: MED 208.

MED 290 MEDICAL ASSISTANT EXTERNSHIP 2 Credits

This is an independent study course (100 hours) designed to give the student entry-level competencies as a Medical Assistant. Students will perform both administrative and clinical competencies in a selected physician's office or health care facility. The student is supervised and evaluated by experienced medical staff. *Prerequisites: A "C" (2.0) or better in all medical courses.*

MED 295 READINGS IN ALLIED HEALTH 2 Credits

This is an independent study course which allows students to explore aspects of medicine and health care in more detail. Students are required to read and study articles concerning seven different topics in health care and submit summary reports and a critical analysis for each topic researched. An evaluation by the student is submitted in the final week. The course may be scheduled during the student's last semester and is supervised by an allied health instructor.

NUR 111 HUMAN ANATOMY & PHYSIOLOGY 96 Hours

Anatomy and Physiology is designed so the student can learn important concepts about human anatomy and physiology in preparation for their nursing course work and build further knowledge and skills in order to render quality patient care. This course is an essential foundation. There are no prerequisites for the course.

NUR 112 FUNDAMENTALS OF NURSING 120 Hours

The Fundamentals of Nursing I course presents introductory concepts for the practical nurse. The course emphasizes instruction on the basic nursing skills. It includes infection control techniques, and lab and work place safety. The nursing process, patient assessment, documentation, and vital signs, wound care and mobility concepts are taught. Concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement and safety are introduced. Discussions will also include cultural/racial differences in disease predisposition, therapeutic communication, loss, grief and dying. Nursing skills are developed in the nursing skills laboratory and applied clinical settings during Clinical Applications I.

NUR 113 MEDICAL TERMINOLOGY 36 Hours

Basic Medical Terminology is designed to introduce students to medical abbreviations and the basic structure of medical words, including prefixes, suffixes, word roots, combining forms, singulars and plurals. Emphasis is on spelling, definitions and pronunciation of diagnostic, therapeutic and symptomatic terminology of all body systems, as well as medical and surgical terminology. The student will gain the tools upon which to build a broader vocabulary within the discipline by learning the basics of medical terminology, its foundations and its structure.

NUR 114 PROFESSIONAL CONCEPTS 36 Hours

This course is designed to take the student –to- professional, strengthening the student's knowledge and skills that will assist in the transition from the student role to that of a licensed practical nurse. The student is expected to demonstrate ability to apply the concepts of critical thinking, communication and promotion of safety with groups of patients in the clinical setting. The clinical experience provides the opportunity for students to apply concepts of leadership while under the supervision of an RN instructor. Lecture, case studies, and seminar format presentations will focus on the essential competencies for the graduate nurse as defined by the Lansdale School of Business' Practical Nursing Program. Independent & review of NCLEX style test questions will prepare the student for the exit exam and State Board exam.

NUR 115 CLINICAL APPLICATION I

75 Hours

This course provides the student with the opportunity to develop basic assessment skills using a systems approach. Relevant anatomy and physiology will be reviewed in relation to health assessment. Students will perform physical examination techniques, health histories, clinical assessment tools, utilized health promotion skills, and provide documentation on patient care. Emphasis is placed on the recognition of the normal and abnormal findings related to the most common diseases across the lifespan. Additionally, the physical examination practice component will focus on the adult population.

NUR 121 FUNDAMENTALS OF NURSING II

48 Hours

Fundamentals of Nursing II continues to build on Fundamentals of Nursing I, allowing the students to further learn the components of nursing and the application of techniques and procedures to provide competent and safe patients care. Topics include basic changes in fluid & electrolytes, gastrointestinal & respiratory system; promoting urinary and bowel elimination; pain management; wound care & the elderly patient and care of the surgical patient undergoing rehabilitation. Basic math and beginning calculations will be introduced. Hands-on demonstration, practice, and validation of skills are conducted in the nursing lab and in the clinical setting.

NUR 122 GERIATRICS NURSING

30 Hours

This course is designed to provide the Practical Nursing Student with nursing principles relevant to the care of the geriatric patient. The nursing roles of provider of care and member within the discipline of nursing are emphasized as they apply to gerontological nursing. The Registered Nurse uses the nursing process as a guide for implementing nursing care and evaluating human response to actual or potential health problems of the geriatric population. Included is development of a knowledge base in the areas of physiological, psychosocial, and emotional changes which occur with the aging process. Integrated throughout the course are concepts relating to illness prevalent in the geriatric population as well as therapeutic regimens. There will be emphasis on both classroom and clinical experiences with focus on the management and delivery of health care to the geriatric population in long term care.

NUR 123 PHARMACOLOGY

78 Hours

This course focuses on the practical nurse's role in medication administration to persons across the lifespan. Students are introduced to basic concepts of drug classifications, and nursing implications for medications prescribed to affect various body functions. Vitamins, minerals, and herbs will be discussed in relation to interactions with prescribed medications. Concepts of health care economics and cultural awareness are threaded through the course. Using the nursing process to develop critical thinking skills and safe patient care practices is encouraged. Safe administration and documentation of oral and g-tube, topical and parenteral medications will be presented in the laboratory. Math dosages and calculations practice and evaluations will be included.

NUR 124 IV THERAPY

30 Hours

This course is directed toward establishing acceptable standards to delineate the beginning skills and knowledge needed to administer and manage IV therapy in both the pediatric, adult and geriatric patients. Basic Guidelines include: legal aspects of IV system, fluid & electrolyte balance, procedure for venipuncture, prevention & assessment of complications, principles of pharmacology as related to IV therapy, peripheral and central line therapy and demonstration & practice of required skills. Math dosages and calculations practice and evaluations will be included.

NUR 125 CLINICAL APPLICATION II

180 Hours

Clinical Applications II builds on previously developed learning outcomes from term one. In conjunction with theory from Fundamentals of Nursing II, Geriatrics Nursing, Pharmacology and IV Therapy, students will develop assessment techniques focusing on the care of the adult client with predictable outcomes. Emphasis will be placed on utilization of the nursing process and demonstration of critical thinking. The lab and clinical setting will be used for students to develop specific psychomotor skills and to practice nursing skills, develop nursing care plans, demonstrate effective documentation and communication skills.

NUR 131 ADULT NURSING I

120 Hours

Adult Nursing Care I build on the foundations taught in Fundamentals of Nursing I & II, and Human Anatomy & Physiology. It is a continuation of competent nursing care with an emphasis on care of individuals with selected medical-surgical conditions. Specific health conditions of the lymphatic, reproductive, musculoskeletal, neurological, integumentary systems, mental health, cancer and the terminally ill will be examined. Preventive, rehabilitative and therapeutic aspects of these conditions are studied as well as the physical, mental, emotional, cultural and spiritual needs of adults and children experiencing these conditions. The student is also, introduced to the nursing concepts essential to meet the needs of clients with various medical-surgical conditions and to explore the pathology and treatment modalities used with an emphasis on pharmacology. The content will progress from simple to complex utilizing the nursing process providing nursing care in various health care facilities (long-term, memory care & rehabilitation).

NUR 132 MATERNAL NEWBORN NURSING

48 Hours

Maternal Newborn Nursing provides an integrative approach care of the client and their family in the healthcare setting. Emphasis will focus on the obstetrical client. Principles of pathophysiology, nutrition and pharmacology are applied. The concepts of critical thinking, communication, and promotion of safety and self-care will be threaded throughout. Math dosages and calculations practice and evaluations will be included.

NUR 133 PEDIATRIC NURSING

48 Hours

This course provides an integrative approach to the care of children. Emphasis is placed on normal growth and development, and common pediatric disorders. Principles of pathophysiology, nutrition and pharmacology are applied. Community experiences are planned to reinforce principles of growth and development. Pediatric math dosages and calculations practice and evaluations will be included.

NUR 135 CLINICAL APPLICATION III

150 Hours

This is a Specialized in Maternal-Newborn, Pediatric & Mental Health Clinical experience where the student will continue to utilize the nursing process, while caring for patients with both short and long-term nursing needs. During the Maternal-Newborn and Pediatric clinical experiences the student will care for multiple patients. This clinical experience will include a pediatric day care for disable children where students will have hands-on experience. And, simulation experience for maternal/child care. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. The Practical Nursing student will assist the patient and significant others during the normal expected stages of growth and development from conception through advanced old age in the clinical environment. The Practical nurse student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions and provide the pediatric patient care related to prevention and early detection of health problems.

The Practical Nursing student will provide nursing care of the expected mother and delivery of the infant in a simulation setting. The Practical Nursing student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and learn how the nurse provides the mother and newborn patient care during labor, delivery and post-partum in a simulation setting.

The PN student will participate in recognizing and providing care for patients with maladaptive behavior and assist with behavior management of the patient with acute and/or chronic mental illness. This experience is to ensure that learner can deliver their client care in a consistent, safe, effective manner

NUR 141 ADULT NURSING II

90 Hours

This course builds on the concepts of Adult Nursing Care I introduced in NUR 131. The topics of body defenses, control, mobility, coordination and regulation, digestion and elimination, reproductive and sexual disorders, physical and mental integrity, special areas, and integration of body systems are discussed, as well as the effects of aging on body systems. Students are expected to plan client care including: identifying of risk factors, nutritional assessment, and patient teaching.

NUR 145 CLINICAL APPLICATION IV

315 Hours

Clinical Applications IV is a capstone course that focuses on continued supervised chronically ill clinical experience in a skilled nursing facility with both long-term, rehabilitation and hospice care settings. Under the supervision of a currently licensed Pennsylvania registered nurse students will demonstrate the following roles, provider of care, coordinator of care, and member of the discipline of nursing while caring for stable, noncomplex clients. Client needs are stressed and the integrated processes of clinical problem solving, caring, communication, documentation and teaching/learning is incorporated into the care giving demonstrated by the student. A leadership is incorporated and emphasized in this clinical course experience as well. Math dosages and calculations practice and evaluations will be included.

PLS 120 LEGAL RESEARCH

2 Credits

This course provides students with a working knowledge of the books available in a law library. Students will develop skills in locating case and reference citations. The use of restatements, legal encyclopedias, law journals, law reviews, treaties, and related items will be discussed.

PLS 140 LEGAL WRITING

2 Credits

Students in this course will be introduced to the basics of legal writing. Writing memoranda, briefs, legal correspondence, and various procedural documents will be covered. *Prerequisite: PLS120*

PLS 160 CIVIL PROCEDURE & LITIGATION

2 Credits

This course introduces the student to the process of civil litigation. The paralegal's role in preparing complaints, motions, and interrogatories is reviewed. The actual trial phase and post-trial procedures will be covered, as will alternative dispute resolution.

PLS 180 BANKRUPTCY LAW

2 Credits

This course acquaints the student with bankruptcy laws and procedures from both the creditor and debtor's point of view. It includes the responsibilities of third parties and the U.S. Bankruptcy Act. History, documentation, jurisdiction and proceeding are also discussed.

PLS 210 WILLS, ESTATES, AND TRUSTS

2 Credits

Emphasis will be placed on the various aspects of estate planning and administration. The settlement of an estate is covered chronologically from the decedent's death to the final accounting and distribution of the assets of the estate.

PLS 230 DOMESTIC RELATIONS/FAMILY LAW

2 Credits

The focus of this course is the legal aspects of marriage, divorce, separation, annulment, child custody and support, adoption, and division of property. Emphasis will be placed on substantive family law as well as Pennsylvania legal procedure in this area of law.

PLS 250 TORT LAW

2 Credits

This course deals with civil wrongs and the remedies for those wrongs. Students read and discuss issues on such matters as intentional torts, negligence, defamation, product liability, and damages, and examine the development of the common law. Modern efforts to reform tort law, including "no-fault" legislation and "caps" on monetary awards are also addressed.

PLS 260 COMMERCIAL AND EMPLOYMENT LAW

2 Credits

This course covers employment and labor law, and commercial law which shall include some basic banking law. The Uniform Commercial Code and how its purpose is to simplify, clarify, and modernize the law governing commercial transactions will also be covered. *Prerequisite: BUS111.*

PLS 270 REAL ESTATE LAW

2 Credits

This course is the study of law as it relates to the acquisition and possession of real property. The preparation of sales agreements, options, and deeds will be covered. Additional topics include title searches, mortgages, surveys, settlements, and closings.

PLS 290 CRIMINAL LAW

2 Credits

This course will provide students with an introduction to the criminal justice system. The course will examine laws and procedures for processing persons accused of a crime. Students will study the elements of a crime, the defenses to a crime, and the Constitutional issues surrounding guilt and innocence.

PLS 295 READINGS IN PARALEGAL STUDIES

2 Credits

This course provides for students to explore aspects of the Paralegal field which have not yet been covered in other courses or which have not been treated in detail. This course is designed to be an independent study project supervised by a faculty member. Students are required to read and study articles covering Paralegals and prepare and submit summary reports covering these readings each week. An evaluation by the student is submitted in the final week.

***PSY 101 INTRODUCTION TO PSYCHOLOGY**

2 Credits

This course, designed as an introductory psychology course, consists of such topics as learning theory, memory and intelligence, attitudes, motivation, personality, developmental theory and therapy.

***PSY 201 ORGANIZATIONAL PSYCHOLOGY**

2 Credits

Human relations in organizations are the focus of this course, directed at helping students to understand themselves and how they influence the behavior of others. Interpersonal communications, differences in values and attitudes, coping with change and stress, and conflict management are among the topics studied

Administration

Ownership and Officers

Lansdale School of Business is a wholly-owned subsidiary of the North Penn Business and Technical Institute, Inc. The Officers of the corporation are as follows:

President/Treasurer	MARLON D. KELLER
Secretary	LISA A. KELLER

Administration

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Admissions Representative	JACQUELYN GUARRACINO <i>jguarracino@LSB.edu</i>

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Support Services

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Enrollment Coordinator	TRACI COAKLEY tcoakley@LSB.edu
Clinical Coordinator	SUSAN BALINT <i>sbalint@LSB.edu</i>

FACULTY

Baker, Joanmarie V. <i>Practical Nursing</i>	B.S. Neumann University
Balint, Susan M. <i>Practical Nursing</i>	B.S. University of Maryland M.S. Catholic University Of America
Balk, Lisa A <i>Practical Nursing</i>	B.S. Chamberlain University
Chacko, Sophia R. <i>Practical Nursing</i>	B.S. University of the Sciences B.S. Thomas Jefferson University M.S. Thomas Jefferson University
Cirilli, Vincent J <i>General Education, Paralegal</i>	B.A. West Chester University M.S. Villanova University
Clark, Debra <i>Practical Nursing</i>	B.S. Villanova University Registered Nurse
Matthew G. Dreese <i>Allied Health</i>	B.S. Lock Haven University M.S. East Stroudsburg University
Field, Jennifer A. <i>Practical Nursing</i>	B.S. Thomas Edison University
Grala, Luanne <i>Practical Nursing</i>	A.D.N. Alvernia University
Hill, Jessica L. <i>Practical Nursing</i>	B.S. Drexel University M.S. Eastern University
Hill, Lisa Z. <i>Practical Nursing</i>	B.S. Villanova University M.S. Lasalle University

Hinterstein, Noel C. <i>Practical Nursing</i>	B.S. Immaculata University M.S. Benedictine University D.N.P. Chamberlain University
Horan, Ann M. <i>Practical Nursing</i>	B.S. Immaculata University M.S. Immaculata University
Hornung, Cara L. <i>Practical Nursing</i>	B.A. University of Pittsburgh B.S. Thomas Jefferson University M.A. Arcadia University
Hunter, Madonna M. <i>Practical Nursing</i>	B.S. Lincoln University
Jack, Barbara A. <i>Practical Nursing</i>	B.S. Drexel University
Knauff, Carol A. <i>Practical Nursing</i>	B.S. Gwynedd Mercy University M.S. Desales University
Lisa Marie Leitch <i>Practical Nursing</i>	A. A. Montgomery County Community College B.S. West Chester University M.S. Immaculata University
Heather L Manners <i>Computer Technologies</i>	B.F.A. Arcadia University
McGrath, Mary A. <i>Practical Nursing</i>	B.S. Lasalle University
Metzger, Terese M. <i>Practical Nursing</i>	B.S. Penn State University M.S. Drexel University
Morton, Joanne <i>Practical Nursing</i>	B.S. Immaculata University M.S. Walden University
Moyer, Myley L. <i>Practical Nursing</i>	B.S. Penn State University M.S. Gwynedd Mercy University
Patton, Ashley M. <i>Practical Nursing</i>	B.S. University of Pittsburgh M.S. Chamberlain University

Pietras-Innella, Kathleen <i>Practical Nursing</i>	B.S. Villanova University
Quinn, Joanne <i>Practical Nursing</i>	B.S. Temple University M.S. University of Phoenix
Reed, Melissa A. <i>Practical Nursing</i>	B.S. Holy Family University
H. Raymond Rittersbach, III <i>Accounting, Business</i>	B.S. St. Joseph's University M.B.A. St. Joseph's University
Kathleen A. Ruggieri <i>Business, Computer Technologies</i>	B.S. Trenton State College
Barbara Santangelo <i>Allied Health</i>	B.S. Philadelphia University M.Ed. Northern Arizona University
Scalfaro, Judith A <i>Practical Nursing</i>	B.S. Ohio University
Sieders, Theresa L. <i>Practical Nursing</i>	B.S. Ohio University M.B.A. Desales University
Maryellen Stevenbach <i>Allied Health, Practical Nursing</i>	B.S. Gwynedd-Mercy College M.S. Eastern University Registered Nurse
Young, Melissa M. <i>Practical Nursing</i>	B.S. Gwynedd Mercy University
Sharon Yocum <i>Business, General Education, Computer Technologies</i>	B.S. Shippensburg University M. Ed. Penn State University
Zinshteyn, Laura R. <i>Practical Nursing</i>	B.S Widener University

FACULTY EMERITUS

Institutions of higher learning set aside the special title of faculty emeritus to be reserved for their highest honor and permanent recognition in their catalog. To be eligible for this recognition at Lansdale School of Business, faculty members must have provided the institution with a minimum of twenty years of full-time service, they must have sustained a distinguished record of teaching, and they must have permanently retired from a career in teaching while at Lansdale School of Business.

W. SCOTT KEHS	B.S. Moravian College
<i>Computers</i>	M.A. Case Western Reserve University
<i>Years of Service 1982-2007</i>	
MARION E. KELLER	
<i>Business</i>	B.S. Rider College
<i>Years of Service 1946-2006</i>	
MARCUS A. SIMMENDINGER, JR.	A.S.B. Lansdale School of Business
<i>Accounting</i>	B.A. Eastern University
<i>Years of Service 1960-2010</i>	
SARAH S. WEBER	B.A. Westminster College
<i>Business, English</i>	M.B.A. Temple University
<i>Years of Service 1982-2005</i>	
A. THOMAS DILLARD	B.S. Bloomsburg University
<i>Computers, Accounting</i>	

<i>Years of Service 1995-2016</i>	