Brown Mackie College – Cincinnati
1011 Glendale-Milford Road
Cincinnati, OH 45215

Bulletin 2016-2017 Academic Catalog
April 3, 2017

This Bulletin is an integral part of Brown Mackie College – Cincinnati’s Academic Catalog.

See bmcprograms.info for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.

Effective June 10, 2016, Brown Mackie College-Cincinnati has ceased enrolling new students.

Main – Branch Affiliation

Effective February 28, 2017, Brown Mackie College – Cincinnati is no longer a branch campus of The Art Institute of Phoenix. As of 2/28/2017, Brown Mackie College – Cincinnati is a branch campus of The Art Institutes International Minnesota, located at 15 South 9th Street, Minneapolis, MN 55402.

Administration

Effective January 11, 2017

Dean of Academic Affairs..........................................................................................................................Jennifer Sharp
Director of Career Services.......................................................................................................................Charles King
Library Support Specialist.........................................................................................................................Jon Scharf
Director of Student Financial Services....................................................................................................Mary Morgan
Registrar.....................................................................................................................................................Peggy Johnson

Full-Time Faculty

Effective January 11, 2017

Best, Lakisha Early Childhood Education BA, Union Institute & University
AAS, Cincinnati State & Technical College

Gabbard, Julie Director of Instructional Design and Technology Integration MA, University of Cincinnati
BS, University of Cincinnati

Hodges, Sandra Instructor, Veterinary Technology AS, Brown Mackie College

Huston, Connie Administrator, Practical Nursing MA, Bowling Green State University
BSN, The Ohio State University

Kemper, Debra, DVM Department Chair, Veterinary Technology DVM, Purdue University,
BS, Indiana University

Milazzo, Jeanette Early Childhood Education/ Sr. Advisor/ Disability Services Coordinator MA, University of Cincinnati
BA, University of Mount Union

Peck, Verla Practical Nursing BA, Indiana Wesleyan University
AS, Miami University

Rizk, Issa Information Technology/BioMedical Equipment BS, University of Cincinnati
BS, Leningrad power Institute
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanback, Loreatha</td>
<td>Content Expert, Medical Assistant</td>
<td>MA, Colorado Technical University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BA, Colorado Technical University</td>
</tr>
<tr>
<td>Steinfort, Janet</td>
<td>Clinical Coordinator</td>
<td>BS, William Woods University</td>
</tr>
<tr>
<td></td>
<td>Veterinary Technology</td>
<td>AS, Brown Mackie College</td>
</tr>
<tr>
<td>Thompson, Johanna</td>
<td>Associate Administrator, Nursing</td>
<td>MSN, South University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSN, University of Saint Francis</td>
</tr>
<tr>
<td>Waldron, Cheryl</td>
<td>Practical Nursing</td>
<td>BSN, Ohio University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASN, Indiana University</td>
</tr>
</tbody>
</table>
**Tuition Rates & Fees**

*Effective August 31, 2015*

*Effective July 1, 2016, the charges for textbooks are identified as a separate charge. The total cost of the program is unchanged.*

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits/Quarters</th>
<th>Tuition Credit hour</th>
<th>Gen Fee Credit hour</th>
<th>Total Tuition</th>
<th>Total Gen Fee*</th>
<th>Total Cost of Textbooks</th>
<th>Tuition Cost of Program**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant – Diploma</td>
<td>60/5</td>
<td>$322</td>
<td>$25</td>
<td>$19,320</td>
<td>$1,500</td>
<td>$300</td>
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<td>Practical Nursing – Diploma</td>
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<td>$376</td>
<td>$30</td>
<td>$21,808</td>
<td>$1,740</td>
<td>$290</td>
<td>$23,838</td>
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<tr>
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<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
<td>$2,250</td>
<td>$450</td>
<td>$31,630</td>
</tr>
<tr>
<td>Business Management - Associate of Applied Business</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
<td>$2,250</td>
<td>$450</td>
<td>$31,680</td>
</tr>
<tr>
<td>Computer Networking &amp; Applications - Associate of Applied Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$30,912</td>
<td>$2,400</td>
<td>$480</td>
<td>$33,792</td>
</tr>
<tr>
<td>Criminal Justice - Associate of Applied Business</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
<td>$2,250</td>
<td>$450</td>
<td>$31,680</td>
</tr>
<tr>
<td>Early Childhood Education - Associate of Applied Science</td>
<td>90/10</td>
<td>$322</td>
<td>$25</td>
<td>$30,912</td>
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</tr>
<tr>
<td>Health Care Administration - Associate of Applied Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
<td>$2,250</td>
<td>$450</td>
<td>$31,680</td>
</tr>
<tr>
<td>Veterinary Technology - Associate of Applied Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$30,912</td>
<td>$2,400</td>
<td>$480</td>
<td>$33,792</td>
</tr>
<tr>
<td>Business Administration - Bachelor of Science</td>
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<tr>
<td>Criminal Justice - Bachelor of Science</td>
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<td>$322</td>
<td>$25</td>
<td>$57,960</td>
<td>$4,500</td>
<td>$900</td>
<td>$63,360</td>
</tr>
</tbody>
</table>

Students needing transitional courses will be charged the following in addition to the program costs listed above.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSE0050</td>
<td>Fundamentals of English</td>
<td>$1,408.00</td>
</tr>
<tr>
<td>SSE0070</td>
<td>Fundamentals of Math</td>
<td>$1,408.00</td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
<td>$1,288.00</td>
</tr>
<tr>
<td>Fees</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Textbook</td>
<td></td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Please visit our [Student Consumer Information](#) page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

**Textbooks:** Textbooks (Digital or Traditional) will be noted in the registration material and will be charged in addition to tuition unless the student chooses to opt out. Students who do not opt out will not need to purchase textbooks. The purchase of the Digital Textbook is not refundable. Students who do opt out will be responsible for purchasing the required textbooks and will be issued a $20.00 credit per course on their student account for the student cost of the Digital or Traditional Textbook included in the course, excluding duplicate Digital or Traditional Textbooks used by other courses in the program.

**Technology Fee** (optional): $650.00 (Taxes included). An institutional charge. Textbooks will be delivered in digital form and require a technology kit which can be included in enrollment at the choice of student. In cases where a textbook is not available in digital form, a physical textbook will be available from the College.

**Transcript Fee:** $5.00 per copy. Applies to costs of printing and certifying official transcripts.

Instructional material costs will vary by program.

A payment plan may be arranged at the time of enrollment. Monthly payments are due as agreed on the payment of schedule of the student’s installment note. Payments may be made by money order, check, VISA, MasterCard, or cash.

If payment is not made on the due date, the student may be suspended from class until the payment is made. No grade reports or transcripts will be issued to a student with a past due account.
*General Fee applies to cost of institutional activities and services.

**The displayed tuition cost of program is reduced by the credit hours successfully transferred into your program of study, either from an outside institution or from a previous enrollment, and assumes you pass all program courses as you attempt them. Tuition cost of program includes tuition and general fees. Tuition and fees are subject to increases.

**Effective July 1, 2016**

**Provision for Books and Supplies**

As described below, by the seventh (7th) day of each course start date within the payment period, the College will provide students the following method to obtain the books and supplies required for their courses in the payment period.

- For courses that do not use Digital Textbooks - Pick up books and supplies directly from the College, and charged to the student account.
- For courses using a Digital Textbook - An Electronic Textbook provided by the College to be redeemed with the College’s contracted third-party vendor, and charged to the student account.
- For newly enrolled students - A technology kit consisting of an Apple iPad purchased from the College to receive access to books on-line through Digital Textbooks, and charged to the student account.

Title IV funding, if the student is eligible, will be used to pay for these charges. Any books and supplies charges in excess of Title IV and other financial aid funding available on the student account are the responsibility of the student.

If the student opts out of the College’s method for the Traditional Textbook or Electronic Textbook provided by the College as outlined above, the charge will be reversed on the student account by the end of week two (2) for the course and the student is responsible for purchasing the required textbooks for her or his courses.

A detailed listing of charges is disclosed on the College’s Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of the College’s method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

The student may request a modification for a subsequent payment period regarding her or his choice to use the College’s method to obtain books and supplies at any time, but not retroactively, by contacting the Student Financial Services or Student Accounting Department.

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## Winter Quarterly Recess – December 26, 2016 – January 2, 2017

### WINTER QUARTER

<table>
<thead>
<tr>
<th>January</th>
<th>Classes Begin</th>
<th>Tuesday January 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Martin Luther King, Jr. Day Recess</td>
<td>Monday January 16</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of January 22</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday January 28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>Classes Begin</th>
<th>Monday January 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>President’s Day Recess</td>
<td>Friday February 17</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of February 19</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday February 25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>Classes Begin</th>
<th>Monday February 27</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of March 19</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday March 25</td>
</tr>
</tbody>
</table>

## Spring Quarterly Recess – March 27, 2017 – March 31, 2017

### SPRING QUARTER

<table>
<thead>
<tr>
<th>April</th>
<th>Classes Begin</th>
<th>Monday April 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Good Friday Recess</td>
<td>Friday April 14</td>
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<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of April 23</td>
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<tr>
<td></td>
<td>Classes End</td>
<td>Saturday April 29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>Classes Begin</th>
<th>Monday May 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of May 21</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday May 27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June</th>
<th>Memorial Day Recess</th>
<th>Monday May 29</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Tuesday May 30</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of June 18</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday June 24</td>
</tr>
</tbody>
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### SUMMER QUARTER

<table>
<thead>
<tr>
<th>July</th>
<th>Classes Begin</th>
<th>Monday July 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Independence Day Recess</td>
<td>Tuesday July 4</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of July 23</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday July 29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>August</th>
<th>Classes Begin</th>
<th>Monday July 31</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of August 20</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday August 26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>Classes Begin</th>
<th>Monday August 28</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Labor Day Recess</td>
<td>Monday September 4</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of September 17</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday September 23</td>
</tr>
</tbody>
</table>
### Fall Quarterly Recess – September 25, 2017 – September 29, 2017

**FALL QUARTER**

<table>
<thead>
<tr>
<th>Month</th>
<th>Classes Begin</th>
<th>Final Examinations</th>
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</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Monday October 2</td>
<td>Week of October 22</td>
<td>Saturday October 28</td>
</tr>
<tr>
<td>November</td>
<td>Monday October 30</td>
<td>Week of November 19</td>
<td>Wednesday November 22</td>
</tr>
<tr>
<td>December</td>
<td>Monday November 27</td>
<td>Week of December 17</td>
<td>Saturday December 23</td>
</tr>
</tbody>
</table>

### Winter Quarterly Recess – December 25, 2017 – January 1, 2018

*In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.*
Effective March 1, 2016: The following replaces the General Admissions policy found on page 5 of the College’s Academic Catalog.

General Admissions Requirements

Each applicant for admission is assigned a Student Success Coordinator who directs the applicant through the steps of the admissions process, providing information on curriculum, policies, procedures, and services, and assisting the applicant in setting necessary appointments and interviews. To be considered for admissions to the College, a candidate must be a high school graduate or hold a General Education Development (GED) Certificate.

As part of the admissions process applicants must sign a document attesting to graduation or completion and containing the information to obtain verification of such. Official high school transcripts or official documentation of high school graduation equivalency must be obtained within the first financial aid payment period or the student will be withdrawn from the institution following established guidelines for withdrawn students noted in the catalog. Title IV aid will not be dispersed until verification of graduation or completion has been received by the College.

Students seeking entry into the College with a high school diploma completed in a foreign country must provide an original U.S. – equivalency evaluation from an evaluating agency which is a member of the National Association of Credential Evaluation Services (NACES) (http://www.naces.org/) or the Association of International Credential Evaluators, Inc. (AICES) (http://www.aice-eval.org/). The cost of evaluating the foreign transcript is borne by the applicant.

All transcripts or other documentation related to graduation or completion becomes the property of the College. Admission to the College is based upon the applicant’s meeting the above requirements, a review of the applicant’s previous educational records, and a review of the applicant’s career interests. If previous academic records indicate that the College’s education and training would not benefit the applicant, the College reserves the right to advise the applicant not to enroll.

In addition, applicants seeking enrollment must obtain the following minimum score on the College’s academic readiness assessment in order to be accepted*:

- Reading – 31

Results of the academic readiness assessment will also be used to determine placement in transitional courses in English and/or math. See Initial Academic Assessment section of this catalog.

Prior college transfer credit for composition and/or math courses will be disallowed if the academic readiness assessment threshold determines that a student needs to take transitional courses at the College.

*Applicants holding an earned associate or higher degree from a college or university accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) are exempt from the academic assessment minimum score requirement.

Effective March 1, 2016: The following replaces the Initial Academic Assessment policy found on page 8 of the College’s Academic Catalog.

Initial Academic Assessment

Students are given an assessment of academic skills, commonly referred to as the academic readiness assessment. The results of the assessment provide the College with a means of determining the need for academic support through transitional studies courses and academic advisement. Because of the purposes of this assessment, students are advised to perform to the best of their abilities to accurately reflect the need or not for additional academic support.

The following minimum assessment scores must be achieved; otherwise, the student will be scheduled for transitional course(s):

- Writing – 83
- Reading – 75
- Mathematics - 100

As soon as practical after the completion of the assessment, students are advised to meet with their Campus Academic Affairs office and review their performance and the plan for additional academic support toward success.
Nursing Merit Scholarship
Effective March 1, 2016: The Nursing Merit Scholarship located on page 60 is no longer available.

Effective March 28, 2016: The following replaces the Program Specific Admissions Requirements-Diploma in Practical Nursing policy found on page 5 of the College’s Academic Catalog.

Program Specific Admissions Requirements

Diploma in Practical Nursing
In addition to the General Admissions Requirements, applicants seeking enrollment in the Practical Nursing program must obtain the following in order to be accepted:

• Criminal Background Check. Admission to the program will be denied if the background check includes results that may impair the student’s ability to be placed in a clinical site and/or be eligible to sit for the licensure exam.*
• Negative Drug Screen

A Screening Evaluation Form will be completed by the Nursing Administrator if there are more qualified applicants than there are available seats in the entering class. The Screening Evaluation Form will rank applicants based on previous college attendance, and prior health care experience (e.g. volunteer, nurse assistant, health care technician, corpsman, or other certified health care personnel).

*Prospective students should contact the Nursing Administrator if they have additional questions related to criminal background check results.

Effective June 21, 2016: The following replaces the Veterans Administration language found on page 4 of the College’s Academic Catalog.

Veterans Administration
Brown Mackie College — Cincinnati is approved for the training of veterans and eligible veterans’ dependents by the State Approving Agency (SAA) in Ohio for Veterans Training.

Effective June 21, 2016: The following is an addition to the Financial Assistance Programs section found on page 57 of the College’s Academic Catalog.

Brown Mackie College PACE Grant
Congress amended the rules governing the Federal Pell Grant so that as of July 1, 2012 students could only receive the equivalent of six years of funding from the Federal Pell Grant Program. This ruling places a hardship on many students that have relied on this foundational grant to pay for their education. Brown Mackie College recognizes that many students have not factored the potential loss of their Pell Grant into their educational plans. The Brown Mackie College PACE Grant is intended to assist in filling this gap in funding for these students attending a Brown Mackie College school.

The Brown Mackie College PACE Grant will be awarded once it has been determined that the student has no remaining Pell eligibility due to reaching their lifetime limit. The Brown Mackie College PACE Grant is meant to cover direct costs only and will not be awarded to students that borrow funds in excess of institutional charges on their account with a Brown Mackie College school. Upon verification that the student is passing their final course, the grant will be applied to tuition and fees during the fourth week of their final course.

See your Student Financial Services office for details.
Effective June 21, 2016: The following is in addition to the U.S. Departments of Veterans Affairs and Defense Education Benefits section found on page 59 of the College’s Academic Catalog.

U.S. Departments of Veterans Affairs and Defense Education Benefits
For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following website: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.


Brown Mackie College Community College Scholarship
Effective June 21, 2016: The Brown Mackie College Community College Scholarship located on page 59 is no longer available.

Brown Mackie College Future Nurses Scholarship
Effective June 21, 2016: The Brown Mackie College Future Nurses Scholarship located on page 60 is no longer available.

Brown Mackie College LEU Grant
Effective June 21, 2016: The Brown Mackie College LEU Grant located on page 60 is no longer available.

Effective June 21, 2016: The following is an addition to the Certification and Licensure Program Specific Information section found on page 63 of the College’s Academic Catalog.

Certification and Licensure
Program Specific Information

Business Administration (Bachelor of Science)/Business Management (Associate of Applied Business)(Optional Certification)
Students in the Business Administration (BS)/Business Management (AAB) programs who have successfully completed the project management courses within the program curriculum are eligible to take the Certified Associate in Project Management (CAPM) certification exam offered through the Project Management Institute (PMI), 14 Campus Boulevard, Newtown Square, PA 19073-3299, 1-855-746-4849 or customercare@pmi.org. Information on application procedures can be found at http://www.pmi.org/Certification/Certified-Associate-in-Project-Management-CAPM.aspx.

Effective June 29, 2016: The following replaces the Refund Policy found on page 56 of the College’s Academic Catalog.

Examples of the calculations for these policies are available in the Student Financial Service department.

Refund Policy
As allowed under Federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes.

Return of Federal Title IV Aid
In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five or more days, it will reduce the term length and if the scheduled break is
before the student’s last day of attendance, it will reduce the calendar days completed.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student’s account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student’s authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered the student.

If Federal student financial assistance funds need to be returned, the College must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds;
- The entire amount of unearned funds.

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

**Institutional Refund Policy**

The Institutional Refund Policy applies to all students as outlined below. For veteran and military students who are receiving military education benefits, refer to the Military Brochure for additional information at [https://content.edmc.edu/assets/pdf/BMC/Military/bmc-military-brochure.pdf](https://content.edmc.edu/assets/pdf/BMC/Military/bmc-military-brochure.pdf).

**Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled On-Ground**

For purposes of this Initial Period of Enrollment Policy, a first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in undergraduate programs who have previously attended, please see the Adjustment of Charges, Monies Paid in Advance and Cancellation of Enrollment sections of the Refund Policy in the enrollment agreement and catalog.

The College provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student’s first scheduled class, whichever is later (referred to as the “Initial Period”).

The chart below illustrates the days in the Initial Period for a non-regular student:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Initial Period Days</th>
<th>Number of Calendar Days in Initial Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28th</td>
<td>1st Scheduled Class</td>
<td>1</td>
</tr>
<tr>
<td>April 29th</td>
<td>1st Day of Initial Period</td>
<td>2</td>
</tr>
<tr>
<td>April 30th</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student’s first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student’s behalf and will remove any charges from the student’s account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

During a first-time student’s Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the seventh (7th) calendar day following the student’s first scheduled class or does not meet the requirements for admission to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the ninth (9th) respective calendar day (the day after the first calendar day plus seven (7) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student’s program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student’s first term or first scheduled class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements.

Cancellation Refund Policy Student Examples for On-Ground Students:

Example 1:
1. Student’s first scheduled class is April 28th.
2. Student ceases to attend and his or her last date of attendance is May 2nd (the 4th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:
1. Student’s first scheduled class is April 28th.
2. Student remains enrolled and attends class through May 7th (the 9th day), then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day ten (10) of the class.
4. Student would be eligible for Title IV, veteran’s benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after May 4th (the 7th day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.
Adjustment of Charges, Monies Paid in Advance

If the student is not accepted, all monies paid in advance shall be refunded. If the student is accepted and then cancels before classes begin, all monies paid in advance shall be refunded. If the student is accepted and subsequently starts, he/she is subject to the Cancellation of Enrollment policy below.

The student’s last date of attendance is used to determine the refund due. Refund provisions apply only to complete withdrawal from the College. Students who withdraw from the College should contact the Student Financial Services department for advising and information concerning loan repayment.

In accordance with school policy, any student who begins classes and then withdraws, or is terminated by the College, prior to the end of any quarter will be refunded tuition and fees as follows, based on the student’s last date of attendance:

- During the first 5% of the quarter, a refund of 95% of the quarter’s tuition, and fees;
- More than 5% of the quarter up to 10% of the quarter, a refund of 90% of the quarter’s tuition, and fees;
- More than 10% of the quarter up to 20% of the quarter, a refund of 80% of the quarter’s tuition, and fees;
- More than 20% of the quarter up to 25% of the quarter, a refund of 75% of the quarter’s tuition, and fees;
- More than 25% of the quarter up to 30% of the quarter, a refund of 70% of the quarter’s tuition, and fees;
- More than 30% of the quarter up to 40% of the quarter, a refund of 60% of the quarter’s tuition, and fees;
- More than 40% of the quarter up to 50% of the quarter, a refund of 50% of the quarter’s tuition, and fees;
- More than 50% of the quarter up to 60% of the quarter, a refund of 40% of the quarter’s tuition, and fees;
- More than 60% of the quarter or thereafter, 100% tuition obligation, no refund available with all fees retained.

Refunds after Class Start

If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student’s last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student’s last date of attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.

If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student’s last date of attendance in the academic term using the academic term charges and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

The College will first calculate how much needs to be returned under the Return of Federal Title IV Aid policy. The College will then calculate how much of the charges can be retained based on the College refund policy. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student’s written authorization, to Federal Loans from which funds were received, in this order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal PLUS Loans. If there is an additional credit balance remaining after the Federal refund is made, under College policy, refunds will be made in this order, to programs from which funds were received: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal PLUS Loans, other loans, other aid (if required), student.

If kits, components of the kit, books, or supplies are returned to the College store in re-sellable condition within twenty-one (21) calendar days of withdrawal, a credit will be given.
All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies the College of the withdrawal or of the College terminating enrollment of the student, whichever is earlier. The return of Federal Title IV funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

Cancellation of Enrollment
A full refund will be made to any student who cancels the enrollment contract by submitting notice in writing within six (6) business days (until midnight of the sixth day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. When enrollment is cancelled, all monies paid to the College will be refunded to the applicant within thirty (30) calendar days.

Effective November 16, 2016: The following is an addition to the Financial Assistance Programs section found on page 57 of the College's Academic Catalog.

Brown Mackie College Success Grant
Brown Mackie College created the SUCCESS Grant to assist its students in accelerating time to graduation while following responsible borrowing practices. The grant covers the full cost of tuition and fees for additional courses taken over and above three courses in a student’s personal quarter and is offered to those who meet specific eligibility requirements. Recipients must be in good academic standing as defined by the Satisfactory Academic Progress policy, be actively enrolled, and be attending full-time. Furthermore, recipients must successfully pass all courses in the awarded term to be eligible for disbursement. The SUCCESS Grant will be disbursed to a student's account at the end of the quarter after grades have been posted.

See your Student Financial Services office for details.

Effective December 21, 2016: The following statement replaces the institutional accreditation statement for the Accrediting Council for Independent Colleges and Schools located on page 4 of the College’s Academic Catalog.

Institutional Accreditation
Brown Mackie College — Cincinnati is accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor’s degrees, associate’s degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 202-336-6780.

Notice to students and prospective students: Education Management Corporation campuses have been placed on probation by their accreditor, the Accrediting Council for Independent Colleges and Schools (“ACICS”), based on financial stability standards.
Effective February 29, 2016

The following course code and course name has been revised in the Bachelor of Science: Business Administration program and replaces that found on page 65 of the College’s Academic Catalog.

<table>
<thead>
<tr>
<th>ORIGINAL</th>
<th>REVISIED</th>
<th>Credit Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSS4500 Senior Project</td>
<td>BUS4995 Senior Project in Business Administration</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student's responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

The following course descriptions are an addition to the College’s Academic Catalog.

**Effective February 29, 2016:**

**BUS4995 Senior Project in Business Administration** *(4 quarter credit hours)*
This course provides students the opportunity to apply the knowledge acquired in their bachelor degree program to advanced, real-world situations in a case-study simulation, a problem identification and resolution format, a capstone project, or other comparable assignments which will result in a product which will reflect the scope of learning in the program, the depth of the student's ability to analyze and synthesize toward a resolution, and/or to examine in detail a problem in the content area environment as a unique and original piece of research. Projects will focus on research, critical analysis, assessment, and touching on all aspects of the degree coursework. An emphasis is placed on issues or problems and proposed solutions and/or outcomes.

*Prerequisites: Completion of all technical (content area-related) courses in program and permission of the Department Chairperson.*

The following course descriptions have been revised and replace those found in the College’s Academic Catalog.

**Effective July 5, 2016:**

**HCA1800 Diagnostic Coding** *(4 quarter credit hours)*
The focus of this class is learning the coding rules for the International Statistical Classification of Diseases and Related Health Problems (ICD) and Level II (HCPCS) coding systems and then applying the rules to code patient diagnoses. In addition, a variety of payment systems are presented—DRG, APC, RUGSIII. The topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed as related to diagnostic coding.

*Prerequisites: HCA1750*

**SCI1360 Anatomy and Physiology** *(4 quarter credit hours)*
A study of the human body as a whole, including structure of the body, cells, tissues, organ systems, and the senses.

*Prerequisites: None*

**Effective January 9, 2017:**

**ANH1100 Introduction to Veterinary Technology** *(4 quarter credit hours)*
This course provides an introduction to the roles and responsibilities of the veterinary technician, including the administrative and clinical competencies necessary to perform front office procedures, basic animal nursing skills, veterinary ethics and law, animal safety, client relations, animal behavior, human-animal bond, physical examinations, grooming care, and medication administration.

*Prerequisites: ANH1102, MTH1800 OR concurrent with ANH1201 based on Department Chair approval*

**ANH1120 Small Animal Medicine I** *(4 quarter credit hours)*
This course is designed to provide students the knowledge of common small animal diseases, including an overview of the etiology, symptoms, transmission, basic treatment and control through preventative care. Instruction will include an introduction to kennel sanitation, nutrition, immunology, vaccinations, and advanced nursing skills.

*Prerequisites: ANH1100 OR concurrent with ANH1202 based on Department Chair approval*

**ANH1201 Veterinary Lab Procedures I** *(4 quarter credit hours)*
This course provides an introduction to laboratory concepts and procedures commonly experienced in the veterinary clinical setting, as well as to provide the knowledge and skills necessary to perform urinalysis and hematological laboratory procedures on a variety of species, including dogs, cats, laboratory animals, large animals, birds and reptiles. Instruction includes laboratory safety, quality control, specimen collection and handling, basic clinical chemistry, serology, cytology, a study of the components of blood components, their characteristics and function, normal values, normal and abnormal variations and laboratory testing of these components in relation to a variety of species.

*Prerequisites: ANH1120 OR concurrent with ANH1202 based on Department Chair approval*

**ANH1400 Pharmacology** *(4 quarter credit hours)*
This course is designed to provide the knowledge and skills to follow prescribed orders for preparing, dispensing and administering drugs, providing appropriate client education, and monitoring therapeutic responses in a veterinary setting. Instruction will also include a discussion of drug classification, toxicology and alternative therapeutic methods.

*Prerequisites: ANH1120 OR concurrent with ANH2120 based on Department Chair approval*

**Effective February 1, 2017:**

**ANH2120 Small Animal Medicine II** *(4 quarter credit hours)*
This course is designed to provide students the knowledge and advanced nursing skills needed to understand and assist in canine and feline reproduction, small animal dentistry, emergency care and fluid therapy. An overview of animal handing and restraint, critical patient care, first aid, administration and maintenance of fluid therapy, dental prophylaxis and procedures related to small animal reproduction will be studied.

*Prerequisites: ANH1120 OR concurrent with ANH1400 OR concurrent with ANH2140 based on Department Chair approval*
ANH2140  Large Animal Medicine (4 quarter credit hours)
This course provides an overview of management, diseases, veterinary care and nursing skills associated with production animals and horses. Instruction includes breed identification, nutrition, diseases, herd health management, reproduction, production practices, restraint, nursing skills, and lab work associated with each breed.
Prerequisites: ANH2120 OR concurrent with ANH2240 OR concurrent with ANH2400 based on Department Chair approval

ANH2200  Laboratory and Exotic Animals (4 quarter credit hours)
This course provides the knowledge and skills necessary to provide basic care to laboratory animals, birds, and reptiles. Topics include breed recognition, restraint, basic husbandry, reproduction, diseases, and veterinary procedures associated with these animals. Students will also learn aspects of animal research, as well as general veterinary medicine.
Prerequisites: ANH2120 OR concurrent with ANH2240 based on Department Chair approval

ANH2240  Veterinary Imaging (4 quarter credit hours)
This course provides instruction needed to produce quality radiographs for diagnostic purposes in a veterinary setting, including the use of proper safety measures. Topics will include radiographic theory, x-ray equipment, positioning patients, exposing and processing film, radiographic evaluation and troubleshooting, safety regulations and an introduction to ultrasonography.
Prerequisites: ANH1120 OR concurrent with ANH2200 OR concurrent with ANH2140 OR concurrent with ANH2400 based on Department Chair approval

ANH2400  Anesthesia and Surgical Assistance (4 quarter credit hours)
This course provides the knowledge and skills necessary to administer and monitor the effects of various pre-anesthetic and anesthetic agents commonly used in a small and large animal clinical setting to assist in routine surgical procedures. Instruction includes basic properties and actions of various types of anesthetic agents and protocols, drug administration techniques, recognition of anesthetic emergencies, surgical prep and assistance for routine surgeries using aseptic technique, pre and postoperative care, and maintenance of the operating room and surgical supplies.
Prerequisites: ANH2120 OR concurrent with ANH2240 OR concurrent with ANH2140 based on Department Chair approval