Brown Mackie College – Northern Kentucky
309 Buttermilk Pike
Ft. Mitchell, KY 41017

Bulletin 2014 - 2015 Academic Catalog
June 21, 2016

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

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

Administration
Effective September 25, 2015

Campus Director........................................................................................................................................Melissa McMahon
Assistant Director of Career Services........................................................................................................Christine Burdette
Regional Director of Student Financial Services.......................................................................................Mary Morgan
VP of Academic Training and Development..............................................................................................Lisa Mays

Full-Time Faculty
Effective July 21, 2015

Deonza Keeton Department Chair, Occupational Therapy BS, Eastern Kentucky University
OTR/L, KY Board of OT, National Board of Certification for OT

Catherine Tsang-Wu Fieldwork Coordinator, Occupational Therapy BS, San Jose University
OTR/L, KY, CA Board of OT
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>$309</td>
<td>$20</td>
<td>$18,540</td>
<td>$1,200</td>
<td>$300</td>
<td>$20,040</td>
</tr>
<tr>
<td>Business Management - Associate of Applied Business***</td>
<td>90/8</td>
<td>$309</td>
<td>$20</td>
<td>$27,810</td>
<td>$1,800</td>
<td>$450</td>
<td>$30,060</td>
</tr>
<tr>
<td>Criminal Justice - Associate of Applied Business***</td>
<td>90/8</td>
<td>$309</td>
<td>$20</td>
<td>$27,810</td>
<td>$1,800</td>
<td>$450</td>
<td>$30,060</td>
</tr>
<tr>
<td>Health Care Administration - Associate of Applied Science***</td>
<td>90/8</td>
<td>$309</td>
<td>$20</td>
<td>$27,810</td>
<td>$1,800</td>
<td>$450</td>
<td>$30,060</td>
</tr>
<tr>
<td>Information Technology - Associate of Applied Business***</td>
<td>90/8</td>
<td>$309</td>
<td>$20</td>
<td>$27,810</td>
<td>$1,800</td>
<td>$450</td>
<td>$30,060</td>
</tr>
<tr>
<td>Occupational Therapy Assistant - Associate of Applied Science***</td>
<td>96/8</td>
<td>$376</td>
<td>$20</td>
<td>$36,096</td>
<td>$1,920</td>
<td>$480</td>
<td>$38,496</td>
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<tr>
<td>Business Administration - Bachelor of Science***</td>
<td>180/15</td>
<td>$309</td>
<td>$20</td>
<td>$55,620</td>
<td>$3,600</td>
<td>$900</td>
<td>$60,120</td>
</tr>
<tr>
<td>Criminal Justice - Bachelor of Science***</td>
<td>180/15</td>
<td>$309</td>
<td>$20</td>
<td>$55,620</td>
<td>$3,600</td>
<td>$900</td>
<td>$60,120</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>SSE0050 Fundamentals of English</th>
<th>$1,356.00</th>
<th>SSE0070 Fundamentals of Math</th>
<th>$1,356.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,236.00</td>
<td>Tuition</td>
<td>$1,236.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$100.00</td>
<td>Fees</td>
<td>$100.00</td>
</tr>
<tr>
<td>Textbook</td>
<td>$20.00</td>
<td>Textbook</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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# 2016 Academic Calendar

**Effective December 27, 2015**


**WINTER QUARTER**

<table>
<thead>
<tr>
<th>January</th>
<th>New Student Orientation</th>
<th>Week of December 27</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Tuesday January 5</td>
</tr>
<tr>
<td></td>
<td>Martin Luther King, Jr. Day Recess</td>
<td>Monday January 18</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of January 24</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday January 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>New Student Orientation</th>
<th>Week of January 24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday January 1</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of February 21</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday February 27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>New Student Orientation</th>
<th>Week of February 21</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday February 29</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of March 20</td>
</tr>
<tr>
<td></td>
<td>Good Friday Recess</td>
<td>Friday March 25</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday March 26</td>
</tr>
</tbody>
</table>

## Spring Quarterly Recess – March 28, 2016 – April 1, 2016

**SPRING QUARTER**

<table>
<thead>
<tr>
<th>April</th>
<th>New Student Orientation</th>
<th>Week of March 27</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday April 4</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of April 24</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday April 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>New Student Orientation</th>
<th>Week of April 24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday May 2</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of May 22</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday May 28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June</th>
<th>New Student Orientation</th>
<th>Week of May 22</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Memorial Day Recess</td>
<td>Monday May 30</td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Tuesday May 31</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of June 19</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday June 25</td>
</tr>
</tbody>
</table>


**SUMMER QUARTER**

<table>
<thead>
<tr>
<th>July</th>
<th>New Student Orientation</th>
<th>Week of June 26</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Tuesday July 5</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of July 24</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday July 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>August</th>
<th>New Student Orientation</th>
<th>Week of July 24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday August 1</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of August 21</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday August 27</td>
</tr>
</tbody>
</table>
### September

<table>
<thead>
<tr>
<th>New Student Orientation</th>
<th>Week of August 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday August 29</td>
</tr>
<tr>
<td>Labor Day Recess</td>
<td>Monday September 5</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Week of September 18</td>
</tr>
<tr>
<td>Classes End</td>
<td>Saturday September 24</td>
</tr>
</tbody>
</table>

**New Student Orientation**

**Classes Begin**

**Labor Day Recess**

**Final Examinations**

**Classes End**

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### Fall Quarterly Recess – September 26, 2016 – September 30, 2016

**FALL QUARTER**

<table>
<thead>
<tr>
<th>October</th>
<th>New Student Orientation</th>
<th>Week of September 25</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday October 3</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of October 23</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday October 29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>New Student Orientation</th>
<th>Week of October 23</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday October 31</td>
</tr>
<tr>
<td></td>
<td>Veteran’s Day Recess</td>
<td>Friday November 11</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of November 20</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Wednesday November 23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>New Student Orientation</th>
<th>Week of November 20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday November 28</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of December 18</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Friday December 23</td>
</tr>
</tbody>
</table>

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

*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 April 6, 2015: The following replaces the Attendance policy found on page 18 of the College's Academic Catalog.

Attendance

Brown Mackie College maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as for mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in the class.

Students are expected to attend all scheduled activities that are part of the class, including those activities scheduled during the class time and those scheduled outside of class time. An individual course or program may have specific requirements (which in some cases may be more stringent than the general attendance requirements) as to the effect of attendance on grades, class meetings, course assignments, off-campus activities, externships, clinical and practicum activities, and other program requirements.

Attendance Requirements

Students who fail to attend a scheduled on-campus class session will not receive attendance credit for that session. Students enrolled in a blended course who fail to complete the academically-related activity in the learning management system (LMS) required for a scheduled online class session will not receive attendance credit for that session. For blended courses, students must complete the required online academically-related activity on the day of the scheduled online session which begins at 12:01 a.m. and ends at midnight. The following online activities constitute academically-related activities for blended courses: (a) relevant/substantive journal entry posting, (b) drop box submission, (c) relevant/substantive threaded discussion post, or (d) taking a test/quiz as outlined in course section. The determination of whether a journal entry or threaded discussion post meets the attendance requirement is at the discretion of the instructor. When required to sign in for attendance, each student must sign in personally. Meeting with an instructor outside of class does not count as attending a class or completing online academically-related activity.

A student who is not in attendance during the first week of a course will be administratively withdrawn from the course and may be administratively withdrawn from the College. A student who is consecutively absent for more than 25% of the scheduled class sessions of a course will be administratively withdrawn from the course and may be administratively withdrawn from the College. A course starts on Monday (or the first scheduled meeting date if Monday is a holiday) and ends on the last scheduled class session of the fourth week. Students may not receive attendance credit for activities completed before a course begins or after a course ends.

(Examples: A. if a student is scheduled for 12 class meetings, including online days, the student would be withdrawn on the 4th consecutive day of absenteeism. B. if a student is scheduled for 8 class meetings including online days, the student would be withdrawn on the 3rd consecutive day of absenteeism. C. if a student is scheduled for 20 class meetings, the student would be withdrawn on the 6th consecutive day of absenteeism.)

The ability to make-up work missed due to absence is at the sole discretion of the instructor, and making up work does not count as attendance in the class missed. It is likewise solely the student's responsibility to maintain contact with the instructor to request the opportunity to engage in make-up work.

Students are advised that withdrawals from courses will affect their course completion rate (see “Brown Mackie College Undergraduate Satisfactory Academic Progress Policy”).

A student who is unable to meet the Attendance Requirements may be eligible to apply in advance for Active Non-Attending status. Please see the Dean of Academic Affairs.

Exceptions for Medical, Pregnancy or Other Extenuating Circumstances

A student that violates the attendance policy due to medical, pregnancy or other extenuating circumstances will be permitted to make up missed work and will not be immediately administratively withdrawn. To avoid being administratively withdrawn, students must submit in writing an appeal within 48 hours or two business days of the attendance violation to the Dean of Academic Affairs or his/her designee, about the need for a medical or other exception. Students seeking a medical or pregnancy-related exception to the attendance policy must provide a doctor’s note indicating that the absences were medically necessary. Failure to provide evidence of medical necessity for any absence may result in
the student being, administratively withdrawn from the course and may be administratively withdrawn from the College, and the student may not be allowed to make up any missed assignments. Documentation for any other extenuating circumstances also will be required. Please note that a medical, pregnancy or other exception to the attendance policy is only applicable to the current course and cannot be carried over into any subsequent courses.

**Qualifying Military Service, Disasters, National Emergencies**

To assist individuals who are performing qualifying military service and individuals who are affected by disaster, war or other military operation or national emergency, an attendance exception may be granted. A student is declared as military deployed upon receipt of official activation orders documentation by the school. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the school. The school’s registrar office will record the student’s actual last date of attendance and then provide an attendance exception. If the documentation shows that the student knew she/he was going to be deployed prior to the term or course start date and still decided to start, the school will not provide this military attendance exception. For these reasons, it is required that the school personnel request deployment paperwork/orders to verify deployment status or to document evidence of a disaster area declaration prior to applying the attendance exception. The school must record the student’s actual last date of attendance regardless of the exception granted.

**Tardy Policy**

Tardiness to class is disruptive to the learning environment. Any student arriving after the start of class will be considered tardy. In addition, students arriving to class late after breaks and/or leaving before the end of the class are considered tardy. Students are responsible for obtaining lecture notes and any materials that reflect the objectives and assignments for any class time missed. Students should be aware that their tardiness may affect their grade.

**Last Date of Attendance**

When a student withdraws, or is withdrawn or dismissed from the College, his or her official date of separation from the College is determined to be the last date of attendance (LDA) in the on-campus class session or completing the academically-related activity in the learning management system (LMS) on the scheduled online class session. The LDA is used in calculating applicable refunds, and may determine the extent of the student’s financial obligation to the College. (See the federal refund policy and institutional refund policy.)

**Effective June 1, 2015:** The following replaces the first paragraph in the *Transfer Credit* policy beginning on page 14 of the College’s Academic Catalog.

**Transfer Credit**

**Transferability Criteria**

Brown Mackie College evaluates credits for transfer from colleges and universities, accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). The following criteria are applied in examining credits for transfer:

1. The accreditation of the institution at which the credits were earned.
2. The age of the credits earned, as an indication of the persistence of the skills or knowledge.
   a. Credits more than ten years old are generally not accepted and no credits for science courses older than 10 years will be accepted.
   b. Clinical courses previously earned in nursing programs must have been completed no more than one year prior to enrollment into the College’s Nursing programs.
3. The compatibility of the course description and objectives with those of appropriate courses in the student’s program at Brown Mackie College.
4. The grade earned in the course, which must be at least a C (or 2.00 on a 4.00 scale). For any nursing courses being transferred in, the grade in the course must be at least a B/80% (or 3.00 on a 4.00 scale).
5. The convertibility of the credit hours earned, 1 semester credit hour converting as 1.5 quarter credit hours.
6. Some previously completed courses crucial to programmatic outcomes, otherwise eligible for consideration of transfer, may not transfer. The Dean of Academic Affairs will make the final determination on acceptance of the credits, with input from the faculty.
7. To transfer composition, literature or math courses previously earned, a student must achieve the college-stated minimum minimum threshold on the academic assessment.
8. A student who does not meet the college-stated minimum threshold on the academic assessment may have that requirement waived and transfer in composition, literature, or math courses previously earned if that student has completed a progressively challenging math and/or composition and literature sequence as demonstrated by performance and the minimum award of at least a “C” (or 2.00 on a 4.00 scale).

9. Official transcripts for use in determining transferability of credit must be received by the school by the end of the student’s first month or the credits will not be considered for transfer. Students may also be asked to provide additional documentation such as a course syllabus to determine transferability. See the “Transcript Evaluation for Transfer of Credit” section below.

10. Appeals to decisions regarding transfer of credit must be submitted in writing to the Dean of Academic Affairs within seven (7) days of receipt of the decision.

Transcript Evaluation for Transfer of Credit

Official evaluation of a collegiate transcript is conducted only upon receipt of an official transcript received directly from the institution at which the courses under consideration have been earned. Transcripts faxed directly from the sending institution are acceptable forms of official transcripts. The fax must include both the front and the back of the transcript so that the legend and school address are available. Only graded courses taken for collegiate credit are eligible for transfer; ineligible courses include pass/fail courses, audited courses, continuing education courses, remedial and developmental courses, and courses in English as a second language. Transferred credits from institutions or colleges outside of the College are applied to the student’s program, but carry no grade and are not computed in determining the student’s grade point average. It is the responsibility of the student to ensure that the College receives all official transcripts, and the transcripts provided become the property of the College.

Other Sources of Credit

A. Credits Earned at the College

Credits earned at any Brown Mackie College are acceptable at the College with the following provisions:

- Credits earned for coursework in previous program versions must be equivalent to the course objectives in the current program version.
- Credits approved are applied, with the grade earned, to the student’s current program, and are subject to application of the College’s standards of satisfactory progress.

B. College Level Examination Program (CLEP) and Prior Learning Assessment (PLA)

Students may be permitted to have credit applied to their graduation requirements from the following sources: College Level Examination Program® (CLEP)®, education programs sponsored by the military, Prior Learning Assessment (PLA), as well as other methods of proficiency testing. Questions regarding such policies should be addressed to the Academic Affairs Office. Students seeking credit for life experience may do so based only on work experience, military experience or a combination of the two as validated through CLEP® testing. Students who have completed approved sponsored learning programs (i.e. state required police academy training) may earn credit by submitting a PLA portfolio. Contact the Academic Affairs department for information on Prior Learning Assessment to determine if a sponsored learning program in your area has been assessed for college credit. You will be directed to the PLA department to determine if you meet eligibility requirements. Students are required to prepare a portfolio of documentation that will validate the learning attained through the sponsored learning program. Crediting of any course through such options is indicated in the student’s transcript by a grade of Proficiency (PR), which is not computed in determining the student’s grade point average. Unless otherwise limited by a state or regulatory agency, no more than 30% of the student’s program’s credits may be awarded through Proficiency credit options. Of the 30%, no more than 22 quarter credits can be awarded to Associate Degree students, and no more than 45 quarter credits can be awarded to Bachelor’s degree students for Prior Learning Assessment.

C. University Credit for Military Experience and Training

Brown Mackie College is proud to be a military friendly college and may exempt those attending on Department of Defense or Veteran's Administration's benefits from the above requirements, granting appropriate credit on a case by case basis.

In order for students to have their military experience and training evaluated for credit, requested forms need to be submitted to the appropriate campus contact. The College may accept as transfer credit completion of military courses as recommended through a Joint Services Transcript (JST) or Community College of the Air Force transcript.
The Joint Services Transcript is an official education transcripts tool for documenting the recommended college credits for professional military education, training courses, and occupational experiences of Services members across the Services. The Joint Services Transcript incorporates data from documents such as the Army/ACE Registry Transcript System, the Sailor/Marine ACE Registry Transcript System, and the Coast Guard Institute transcript. The Community College of the Air Force transcript is the equivalent of the JST and is only utilized by the Air Force.

Residency Requirement

A. Degree Programs

Though credits may be applied to a student’s degree program through transfer from institutions other than another Brown Mackie College and through other means, the total number of these credits cannot exceed 75 percent of the credits in the student’s degree program. In addition, the student must complete the final 25 percent of a degree program's credits or 50 percent of a degree program’s concentration credits in-residence at any Brown Mackie College, whichever is the greater benefit to the student.

Note: Active-duty military and their immediate family members are not required to complete the final 25 percent of a degree program’s credits or up to 50 percent of a degree program’s concentration credits in-residence.

B. Non-degree (diploma or certificate) Programs

Students must complete the final 50 percent of the non-degree program's credits in-residence at any Brown Mackie College.

Advanced Placement

Some baccalaureate degree programs provide an opportunity for persons who already have an associate degree in a related technical area to complete a bachelor’s degree focused in the same area. Transfer credits may be accepted if the credits at issue otherwise meet the requirements of this Transfer of Credit Policy and the following requirements:

1. General education courses will be evaluated on a course-by-course basis to determine course equivalencies. Questions that are raised about the appropriateness or equivalence will be directed to the Dean of Academic Affairs in consultation with Program Directors and faculty as necessary for final determination. Deficiencies in general education requirements may require that additional credits be taken before graduation.
2. The total number of transfer credits cannot exceed 75 percent of the credits required to complete the program.
3. Minimum quarter credits (or their equivalent) necessary to complete these programs are broken down into the following categories:
   General Education 24 Quarter Credit Hours
   Area of concentration courses credits 46 Quarter Credit Hours
   Other (general education, technical or core course credits) 20 Quarter Credit Hours
   Total credits 90 Quarter Credit Hours

NOTE: Some programs may have additional requirements for admission as well as different credit hour disciplinary requirements. Please see the specific program for details.

Effective June 1, 2015: The following replaces the Program Changes section found on page 21 of the College's Academic Catalog.

Program Changes

Request for a change of program must be made through the Registrar’s Office, and the request must be approved by the Academic Affairs Office. Approval is based upon an evaluation of the student’s career objectives, attendance, and previous academic achievement. In addition, all program admissions requirements must be met. Students are advised that a change of program may involve a reevaluation of courses already completed, including courses transferred from other institutions, in order to determine the applicability of these courses to the new program. A change of program does not necessarily exclude courses already attempted from the application of Standards of Satisfactory Academic Progress, and may extend the student’s date of graduation. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

A student who wishes to change programs must be advised by the Academic Affairs Office of the new program before submitting an application for program change to the Registrar’s Office.
Effective June 1, 2015: The following replaces the *Grading System* found on page 32 of the College’s Academic Catalog.

**Grading System**
At the conclusion of each course in a program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student’s academic transcript, which is updated each month.

*Grading Criteria Table*
The criteria for determining a student’s grade is as follows (on a percentage of total points basis):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage Breakdown</th>
<th>Quality Points per Credit Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior achievement</td>
<td>95-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>90-94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Commendable achievement</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory achievement</td>
<td>76-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>70-75</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>Passing but less than satisfactory achievement</td>
<td>65-69</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>60-64</td>
<td>1.0</td>
</tr>
<tr>
<td>F*</td>
<td>Unacceptable achievement</td>
<td>59 or below</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete coursework</td>
<td></td>
<td>Computed as F in GPA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn, without penalty (not applied to Transitional courses)</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn, with penalty (not applied to Transitional courses)</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>WR</td>
<td>Withdrawn, with penalty (applied to Transitional courses only)</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>UFR**</td>
<td>Unearned F (applied to Transitional courses only)</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>UF**</td>
<td>Unearned F</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>TR</td>
<td>Credit granted through transfer</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>PR</td>
<td>Credit granted through other sources (PLA/proficiency)</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>AU</td>
<td>Course audited—no credit awarded</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>PG</td>
<td>Progress (Transitional studies courses only 70% or higher)</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>NPG</td>
<td>No Progress (Transitional studies courses only 69% or lower)</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>CR</td>
<td>Credit granted through test out</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>TO</td>
<td>Test Out (Transitional studies courses only)</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>P</td>
<td>Progress (for OTA Level II Fieldwork only)</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>NP</td>
<td>No Progress (for OTA Level II Fieldwork only)</td>
<td></td>
<td>Not computed</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (for or ALH2940A/OT2990A and ALH2941A/OT2991A only)</td>
<td></td>
<td>Not computed</td>
</tr>
</tbody>
</table>

*Earned F Grade: students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student
completed the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course’s instructor will award this grade when appropriate.

**Unearned F Grade:** students who failed the course AND did not complete the final assignment in the course. Final assignment includes, but is not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a “UF” grade on the transcript. The course’s instructor will award this grade when appropriate.

**Additional Evaluation Measures for Specific Programs**

Nursing students must pass courses with the prefixes below with a minimum grade of 80%. Failure to obtain a passing score in one or more components (didactic, laboratory and/or clinical) requires that the student repeat the entire course and not just the failed component.

- Nursing (NU, NUR, PN)
- SSE0090 (Exploration of Professional Nursing Practice)
- The result for a student who fails the same nursing concentration course two times or has a total of three course failures in any combination of nursing concentration courses, is Academic/Financial Aid Dismissal. Appeals for re-entry after dismissal for two unsuccessful attempts in one nursing concentration course or three unsuccessful attempts in any combination of three nursing courses will be denied. An unsuccessful attempt of a course is indicated by a grade of F, W, WF, or UF.

Students enrolled in courses with the following prefix must pass each course designated with a minimum grade of 70%.

- ALH – Allied Health
- ANH/VT – Veterinary Technology
- HSC - Health Sciences
- MD – Surgical Technology
- ME – Medical Education
- OT/OTA – Occupational Therapy
- PH/PHR – Pharmacy
- PT/PTA – Physical Therapy

Students in transitional courses must pass with a 70% or higher. A student who fails the same transitional studies course after three attempts, receives Academic/Financial Aid Dismissal. Appeals for re-entry after dismissal for three unsuccessful attempts in a transitional course will be denied. An unsuccessful attempt of a course is indicated by a grade of NPG, WR, or UFR.

The grade of Failure (F) does compute in the GPA and CGPA and does count as credit attempted. The grades of Progress (P) and No Progress (NP) are included in the Incremental Completion Rate and the Maximum Time Frame. The grade of In Progress (IP) is not included in the Incremental Completion Rate or the Maximum Time Frame.

Students receive grades at the end of each course. The grade report contains both the Grade Point Average for the quarter (GPA) and Cumulative Grade Point Average (CGPA) for the program. When a course is repeated after failure, only the most recent attempt will count in the GPA/CGPA, though the failing grade will still appear on the transcript. All attempts are included in the credit hours attempted.

Any grade that affects the cumulative grade point average (CGPA), the incremental completion rate (ICR) or the maximum allowable timeframe (MTF) is considered to be punitive.
Effective June 1, 2015: The following replaces the *Incompletes* section found on page 34 of the College’s Academic Catalog.

**Incompletes**

A grade of *Incomplete (I)* may be assigned for a course when circumstances beyond the control of the student prevent his or her completion of required coursework. An Agreement for Incomplete specifying the work to be submitted must be completed and filed in the student’s academic file. Resolution of an *Incomplete* must occur within 28 calendar days after the final class meeting of the course for which the *Incomplete* is assigned. If the *Incomplete* has not been resolved within the period approved, a grade of zero will be given for all work not submitted, and the course grade will be determined in accordance with the criteria published in the course syllabus. An Agreement for Incomplete is automatically cancelled if the student subsequently withdraws or is withdrawn from the course.

Effective June 1, 2015: The following replaces the *Disabilities Services* section found on page 43 of the College’s Academic Catalog.

**Disabilities Services**

The College provides accommodations to qualified students with disabilities. The Disability Services Coordinator assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success.

The College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services Coordinator for additional information. If you have a concern or complaint related to disability services, please contact the Disability Services Coordinator. All complaints will be handled in accordance with The Brown Mackie College Student Grievance Procedure for Internal Complaints of Discrimination and Harassment published in the Academic Catalog.

Effective June 1, 2015: The following replaces the *Student Right-to-Know* section found on page 44 of the College’s Academic Catalog.

**Student Right-to-Know**

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program, as published in the catalog, must be made available to current and prospective students. You may obtain this information in the Admissions Office or in the Consumer Information section of the school’s website.

Effective September 25, 2015: The following replaces the *Non-Discrimination Policy* found on page 55 of the College’s Academic Catalog.

**Non-Discrimination Policy Statement**

The College does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The College provides reasonable accommodations to qualified individuals with disabilities. The College will not retaliate against persons bringing forward allegations of harassment or discrimination. The Dean of Academic Affairs, 309 Buttermilk Pike, Ft. Mitchell, KY 41017, 859-341-5627 has been designated to handle inquiries and coordinate the institution’s compliance efforts regarding the Non-Discrimination policy.
Effective September 25, 2015: The following replaces the Arbitration policy found on page 57 of the College’s Academic Catalog.

Jury Waiver and Agreement to Binding, Individual Arbitration

Student and the College irrevocably waive our rights to a trial by jury and agree instead that any and all disputes, no matter how described, pleaded or styled, between me and the College (including its parent and past and present affiliates, employees, agents, and lenders) or related to any aspect of my relationship with or any act or omission by the College ("Claim") shall be resolved by individual binding arbitration, conducted by the American Arbitration Association ("AAA") under its Commercial Arbitration Rules and applicable Supplementary Procedures for Consumer-Related Disputes ("AAA Rules") and in accordance with the terms of this Jury Waiver and Agreement to Binding, Individual Arbitration ("Arbitration Agreement"). Student can obtain a copy of the AAA Rules at www.adr.org or by calling 1-800-778-7879. This Arbitration Agreement, however, does not modify Student’s right, if any, to file a grievance with any state educational licensing agency or accrediting body.

1. Student is strongly encouraged to first attempt to resolve the Claim by using the General Student Complaint Procedure outlined in the Catalog.

2. Neither party shall file or maintain any lawsuit in court against the other, and any suit filed in violation of this Arbitration Agreement shall be dismissed by the court in favor of arbitration conducted pursuant to this Arbitration Agreement. The parties agree that the moving party shall be entitled to an award of costs and fees of compelling arbitration.

3. The arbitration shall take place before a single, neutral arbitrator in the federal judicial district in which Student resides, unless the parties agree otherwise.

4. Student will be responsible for paying a portion of the AAA filing fee at the time his/her Claim is filed in an amount equal to $200 or the applicable filing fee of the court of general jurisdiction in the district/circuit near me, whichever fee is less. The parties shall bear the expense of their own attorneys, experts and witnesses, unless the applicable law provides, and the arbitrator determines, otherwise.

5. Student agrees not to combine or consolidate any Claims with those of other students, such as in a class or mass action, or to have any Claims be arbitrated or litigated jointly or consolidated with any other person’s claims. Further, the parties agree that the arbitrator shall have no authority to join or consolidate claims by more than one person. I understand that I may opt out of this single-case provision by delivering via certified mail return receipt a written statement to that effect to the Vice President and Senior Counsel of the College /EDMC at 210 Sixth Avenue, Suite 3300 Pittsburgh, PA 15222 within 30 days of my first execution of an Enrollment Agreement.

6. The Federal Arbitration Act (FAA), including all its substantive and procedural provisions, and related federal decisional law shall govern this Arbitration Agreement to the fullest extent possible. All determinations as to the scope, enforceability, validity and effect of this Arbitration Agreement shall be made by the arbitrator, and not by a court. However, any issue concerning the validity of paragraph 5 above must be decided by a court, and an arbitrator does not have authority to consider the validity of paragraph 5. If for any reason, paragraph 5 is found to be unenforceable, any putative class or mass action may only be heard in court on a non-jury basis and may not be arbitrated under this Agreement.

7. The arbitrator shall have the power to award any remedy that directly benefits the parties to this Arbitration Agreement (provided the remedy would be available from a court under the law where the Arbitration Agreement was executed) but not the power to award relief for the benefit of anyone not a party to this Arbitration Agreement.

8. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

9. Notwithstanding any provision in the Catalog or Enrollment Agreement, this Arbitration Agreement shall not be modified except by written agreement signed by both parties. Any or all of the provisions set forth in
this Arbitration Agreement may also be waived by the party against whom the Claim is asserted, but such waiver shall be in writing, physically signed (not merely electronically signed) by the party waiving, and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Arbitration Agreement.

10. This Arbitration Agreement shall survive the termination of Student’s relationship with the College.

11. If any part(s) of this Arbitration Agreement are found to be invalid or unenforceable, then such specific part(s) shall be of no force and effect and shall be severed, but the remainder of the Arbitration Agreement shall continue in full force and effect.

STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE IS WAIVING HIS/HER RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY (EXCEPT AS PROVIDED IN THE AAA RULES), AND TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT. FURTHER, STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS ACTION AGAINST THE COLLEGE.

Effective September 28, 2015: The following replaces the Board of Directors of Education Management Corporation information found on page 9 of the College’s Academic Catalog.

Board of Directors of Education Management Corporation

Kermit J. Cook
Director, KKR Capstone

John M. Danielson, Chairman
Chairman and Managing Director, Chartwell Hamilton Group LLC; Former Chief of Staff at the United States Department of Education

Jonathan D. Harber
CEO of Harber Advisors, LLC; co-founder of EDge Edtech, LLC and former CEO of Pearson K12 Technology

Jerome G. Kamer
Co-founder and Managing Partner of the Entertainment Investment Group (EIG) and President and Chief Operating Officer of Oladas Inc.

Mark A. McEachen
President and Chief Executive Officer of Education Management Corporation

Effective February 5, 2016: The following replaces the State Licensure statement found on page 10 of the College’s Academic Catalog.

State Licensure

The institution is authorized by: The Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206.

Brown Mackie College – Northern Kentucky is licensed by the Kentucky Council on Postsecondary Education.

Brown Mackie College – Northern Kentucky is approved by the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, 614.466.2752.

Brown Mackie College - Northern Kentucky holds a Certificate of Authorization from the Ohio Department of Higher Education.

Effective February 5, 2016: The following replaces the Transfer of Credit to Other Institutions section found on page 17 of the College’s Academic Catalog.

Transferability of Credit To Other Institutions

Brown Mackie College does not imply, promise, or guarantee transferability of its credits to any other institution.
In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

This program is designed to lead directly to employment. Course credits will likely not transfer to other schools, and degrees will likely not be accepted by another school’s graduate degree program.

Additionally, programs offered by one school within Brown Mackie College system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within Brown Mackie College system, not all of the credits you earn in this program may be transferable into that school's program.

If you are considering transferring to either another Brown Mackie College or an unaffiliated school, it is your responsibility to determine whether that school will accept your Brown Mackie College credits. We encourage you to make this determination as early as possible.

Effective February 5, 2016: The following replaces the Credit Hour Determination and Outside Work Experience language found on page 17 of the College's Academic Catalog.

Credit Hour Determination and Outside Work Experience

Students can expect at least ten hours of instructional engagement for every one quarter credit hour of a course. Instructional engagement activities include lectures, presentations, discussions, group-work, directed laboratory work under the supervision of faculty, and other activities that would normally occur during class time with the faculty. Instructional engagement activities may occur in a face-to-face meeting on campus, or in the eClassroom.

In addition to instructional engagement, students can expect to complete two hours of outside work for every one hour of direct instruction of a course. Outside work includes, but is not limited to, preparing for and completing readings and assignments; all research associated with completing assignments; working with others to complete a group project; participating in tutorials, simulations and other electronic activities that are not a part of the classroom; attending internships; attending externships; attending practica; attending fieldwork; attending clinical experiences; attending other experiential opportunities, such as employer visits and field trips; and any other activities related to preparation for instructional engagement.

At least an equivalent amount of work as required in the paragraphs above shall be applied for other instructional engagement activities as may be established by the institution in the future.

Effective February 5, 2016: The following replaces the Grade Challenge policy found on page 34 of the College's Academic Catalog.

Grade Challenges

A student may challenge a course grade which he or she believes to be inaccurate or improperly assigned. If a student wishes to challenge a course grade he or she must first discuss it with the instructor within 14 calendar days after the final grade posting for the course in question. If the grade challenge is denied by the instructor and the student is not satisfied with explanation for the denial, the student may appeal in writing to the Academic Affairs office using the “Grade Challenge Form” located in the Student Records Office.

Students are advised that collegiate faculty are permitted considerable latitude in determining their grading policies, provided that their criteria for evaluating student work are compatible with course objectives, made clear to students, and applied equitably. If following the final decision the student is still unsatisfied, please refer to the Brown Mackie College General Student Complaint and Resolution Procedure.

Effective February 5, 2016: The following replaces the Technology Requirements found on page 35 of the College's Academic Catalog.

Technology Requirements

A. Personal Computer or PC:
   
   **Hardware:** 1 GHz Intel x86 or x64 series processor, 2 GB RAM, Windows 7 or higher.

   **Software:** Microsoft Office 2007 or higher (including Word, Excel, PowerPoint), Anti-Virus software, Adobe Acrobat Reader.
General Complaint and Resolution Procedures

In order to provide an effective and equitable means of resolving student complaints, this general complaint and resolution process is available to any student who believes that a College decision, action, or policy has unfairly and adversely affected his or her status, rights, or privileges as a student. In most cases, a complaint can be resolved at the College level. Faculty and staff are available to guide students in completing their programs, and students must be aware of those resources to which issues and concerns should be addressed.

These are as follows:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Resolution Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution of academic concerns pertaining to individual courses</td>
<td>Faculty</td>
</tr>
<tr>
<td>(as grades, assignments, attendance, etc.). Also see “Brown Mackie</td>
<td></td>
</tr>
<tr>
<td>College Grade Challenge Procedure”</td>
<td></td>
</tr>
<tr>
<td>Resolution of issues pertaining to the student’s program such as</td>
<td>Department Chair, Program Administrator and Academic</td>
</tr>
<tr>
<td>objectives, curriculum, e-texts, licensure examinations, faculty,</td>
<td>Affairs Office</td>
</tr>
<tr>
<td>change of program, transfer of credit, graduation requirements,</td>
<td></td>
</tr>
<tr>
<td>withdrawal, and personal issues which may impact the student’s</td>
<td></td>
</tr>
<tr>
<td>education. Also see “Brown Mackie College Undergraduate Satisfactory</td>
<td></td>
</tr>
<tr>
<td>Academic Progress Policy”</td>
<td></td>
</tr>
<tr>
<td>Unresolved issues pertaining to the student’s grades, assignments</td>
<td></td>
</tr>
<tr>
<td>and attendance.</td>
<td></td>
</tr>
<tr>
<td>Resolution of issues involving course scheduling and obtaining</td>
<td>Student Records Office</td>
</tr>
<tr>
<td>transcripts.</td>
<td></td>
</tr>
<tr>
<td>Resolution of issues involving loans, grants, deferments,</td>
<td>Student Financial Services Office</td>
</tr>
<tr>
<td>verification, federal funding, and consequences of withdrawal</td>
<td></td>
</tr>
<tr>
<td>Resolution of issues involving the status of the student’s account</td>
<td>Student Accounting Office</td>
</tr>
<tr>
<td>and issues of billing (i.e., monthly payments, technology/equipment</td>
<td></td>
</tr>
<tr>
<td>returns, financial arrangements, fees, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

If an issue in any area above remains unresolved, the student may refer the complaint to the Campus President/Director. If the issue continues to remain unresolved, the student may refer the complaint to the National Director of Student Affairs at (513) 830-2007.

Students should be encouraged to use the general complaint and resolution process described above to resolve their complaints. However, this guidance is not intended to modify a student’s right, if any, to file a grievance with any educational licensing agency.
Effective February 5, 2016: The following replaces the No Harassment policy found on page 54 of the College’s Academic Catalog.

No Harassment Policy
The College is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

Effective February 5, 2016: The following Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints policy is an addition to the College’s Academic Catalog.

Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints
The College values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at the College and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how the College will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

1. Preliminary Issues & Important Definitions
This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one’s biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a College-sponsored
program or activity or in student housing; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

A. What is “Sexual Misconduct”?

Sexual Misconduct includes:

Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.

Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.

Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

B. What is “Relationship Violence”?

Relationship Violence includes:

Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.

Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.

The following also constitute violations of this Policy:

Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.

Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.
C. Who are “Complainants” and “Respondents”?

The College is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

D. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one’s responsibility to obtain Consent or negate one’s intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

E. Title IX Coordinator & Deputy Coordinators

The Title IX Coordinator for Brown Mackie College is: Michelle Toney, Vice President Academic and Student Affairs. The Title IX Coordinator is responsible for, among other things, coordinating the campus’s efforts to comply with and carry out the campus’s responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the College has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

II. Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the College can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

CONFIDENTIAL REPORTING: Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Talk One2One counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation.

NON-CONFIDENTIAL REPORTING: Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees)
are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Dean of Student Affairs, other Student Affairs staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The College will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the College’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The College will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the College strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the College’s review and investigation of any complaint covered by this Policy. The College will honor a Complainant’s request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the College will endeavor to notify a Complainant or Reporter of the institution’s intent to report the matter to law enforcement in advance of any such report.

The College does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the College’s ability to take certain actions.

Other Code of Conduct Violations: The College encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in College housing. Therefore, the College has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

III. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Dean of Student Affairs, or the Campus President. If a report is made verbally, the College will request a written statement by the student.

Upon receipt of a report, the College will generally proceed as described below.

A. Investigation Commencement

The College will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

B. Initial Response

Once the College is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

C. Interim Intervention

Pending a final determination, the Title IX Coordinator and/or Student Affairs staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Affairs staff may limit a student or organization’s access to
certain College facilities or activities pending resolution of the matter. The College may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the College determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

**D. Decision to Proceed to Investigation**

If the Complainant is willing to participate in the review and investigation process, the College will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the College will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the College’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the College will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the College will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The College, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

**E. Investigation Procedure**

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Dean of Student Affairs for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

**F. Determinations**

1. For cases where the Respondent is a student.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

The College reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.

The investigator will present all evidence to the Ethics Committee of EDMC. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.
G. Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H. Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

I. Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

J. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.

2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.

3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party’s written statement if it is not submitted within the designated time limit.

The Campus President will endeavor to make a determination of the appeal within 15 business days of receipt. The President’s decision is final.

Effective February 5, 2016: The following replaces the Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program policy starting on page 58 of the College’s Academic Catalog.

Drug And Alcohol Policies

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the ‘Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program’, is provided to all students and employees annually.

Pursuant to federal and state drug laws, employees and students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The college also enforces state laws regarding underage drinking. This prohibition applies while on the property of the college or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from the college or termination of employment.


Hard copies of the policy are available on campus.
Effective February 5, 2016: The following U. S. Department of Veterans Affairs and Defense Education Benefits information is an addition to the College’s Academic Catalog.

U.S. Departments of Veterans Affairs and Defense Education Benefits
The College has been approved by the Kentucky Approving Agency For Veterans Education for the training of veterans and eligible veterans’ dependents. Where applicable, students sponsored or assisted by the Department of Veterans Affairs may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the ACADEMIC AFFAIRS section of the catalog for more information). Students receiving veterans’ benefits must report all prior education and training before attending. The College will evaluate prior credit and accept that which is appropriate. Students with questions or complaints should contact the Kentucky Approving Agency For Veterans Education, 300 North Main Street, Versailles, KY 40383, Phone: 859-256-3235 / Toll Free: 877-528-2748, Fax: 859-256-3123, http://www.kctcs.edu/vetaffairs/.

Nursing Merit Scholarship
Effective March 1, 2016: The Nursing Merit Scholarship located on page 68 is no longer available.

Effective June 21, 2016: The following is an addition to the Financial Assistance Programs section found on page 66 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 Benefits section found on page 67 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 68 is no longer available.

Brown Mackie College LEU Grant
Effective June 21, 2016: The Brown Mackie College LEU Grant located on page 68 is no longer available.

Effective June 29, 2016: The following replaces the Refund Policy found on page 64 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.

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>
<tr>
<td>May 1st</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>May 2nd</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>May 3rd</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>May 4th</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>May 5th</td>
<td>7th = Last Day of Initial Period</td>
<td>8</td>
</tr>
<tr>
<td>May 6th</td>
<td>Initial period over – student is eligible to be reviewed for full admission</td>
<td>9</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 Service 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.

Kentucky State Grant Refund Policy
If a student's enrollment status changes due to being officially or unofficially withdrawn from the campus the Kentucky College Access Program (CAP) grant and Kentucky Educational Excellence Scholarship (KEES) will be adjusted accordingly based on the number of credit hours attempted, per the program award determination requirements.

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy.

Charges are adjusted proportionately up to the 60% point in the quarter. After the 60% point, the College will retain 100% of the charges. When the College determines that a refund or repayment of financial assistance is due in accordance with its policy, the College shall allocate to the financial assistance programs administered by the authority the refund and repayment in the following descending order of priority prior to allocating the refund to institutional or private sources of financial assistance:

1. CAP Grant
2. Kentucky Educational Excellence Scholarship (KEES)
3. Other resources

All refunds will be made back to Kentucky Higher Education Assistance Authority (KHEAA) no later than thirty (30) days after the end of the term in which the student ceased to be enrolled.

**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-saleable 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.
**PROGRAM UPDATES**

*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 73 of the College’s Academic Catalog.

<table>
<thead>
<tr>
<th>ORIGINAL</th>
<th>Credit Hours</th>
<th>REVISED</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSS4500</td>
<td>Senior Project</td>
<td>4</td>
<td>BUS4995</td>
</tr>
</tbody>
</table>

The following course code and course name has been revised in the *Bachelor of Science: Criminal Justice* program and replaces that found on page 75 of the College’s Academic Catalog.

<table>
<thead>
<tr>
<th>ORIGINAL</th>
<th>Credit Hours</th>
<th>REVISED</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSS4500</td>
<td>Senior Project</td>
<td>4</td>
<td>JUS4995</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 have been revised and replace those found in the College’s Academic Catalog.

Effective March 23, 2015:

ALH2400  Level I Fieldwork (1 quarter credit hours)
This course is the student’s first formal exposure to the clinic. Students are assigned to a local occupational therapy service or clinic to observe for 30 hours. The student is expected to observe and record information on treatment sessions with patients. The student is encouraged to ask questions and should converse frequently with the clinical instructor regarding treatment. This fieldwork must be completed during the day from approximately 8:00 a.m. to 5:00 p.m. during one week, or as required by the cooperating facility.
Prerequisites: ALH1482

BUS3300  Management (4 quarter credit hours)
The latest major approaches and techniques of management are studied, including planning, systems management, new organizational concepts, computer influence, controlling, and quantitative measurement.
Prerequisites: BUS1100 or BUS1101, BUS1400

BUS3500  Organizational Behavior (4 quarter credit hours)
This course advances the concepts learned in the foundational business courses. In addition, behavioral concepts are applied to motivation, leadership, work groups, and communication.
Prerequisites: BUS1100 or BUS1101

BUS3382  Applied Leadership (4 quarter credit hours)
This course focuses on the application of leadership theory and practical skills in organizations. There is an emphasis on becoming a productive leader. Topics include: change management, team building, motivation, communication, conflict resolution, and diversity.
Prerequisites: BUS1100 or BUS1101 or Junior Standing = 72 credit hours earned

Effective June 1, 2015:

BUS4333  Lean Quality Management (4 quarter credit hours)
Quality tools are valuable to improving the productivity, costs, and even safety measures of an organization. This course takes an applications-based look at the quality management and controls, as well as continuous process improvement utilizing management and planning tools.
Prerequisites: BUS1101

BUS4335  Sustainability in Business (4 quarter credit hours)
Organizations are considering sustainability in all facets of planning as investors and regulators demand more and more sensitivity to environmental health and safety issues both nationally and globally. This course addresses the link between successful business sustainability strategies and value in the market place.
Prerequisites: BUS1101

Effective August 31, 2015:

JUS2800  Victimology (4 quarter credit hours)
This course is an examination of the role of victims in the criminal justice system, their decisions to report crimes and assist in prosecution, victim rights legislation, victim compensation, measuring victimization, and fear of crime. Emphasis is placed on the responsibility of the criminal justice system to crime victims.
Prerequisites: None

Effective February 1, 2016

COM1101  Composition I (4 quarter credit hours)
This course is designed to improve student writing skills. Emphasis is placed on the construction of clear, coherent, expository essays employing various strategies of pre-writing, thesis development, support, organization, and revision.
Prerequisites: SSE0050 or SSE0052 or placement through initial academic assessment

BUS3400  Performance Management Systems (4 quarter credit hours)
An introduction to management with an emphasis on employee performance including, job analysis and job descriptions as a basis for establishing performance criteria. Provide a review of the applicable legal aspects and managing work, using employees and independent contractors.
Prerequisites: BUS1400

ALH2482  Intervention in Pediatrics and Adolescents (4 quarter credit hours)
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of pediatric and adolescent disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. Disabilities commonly associated with childhood and techniques used for remediation are the focus. The course will focus on the disabilities that impair function in this population and introduce the student to occupational therapy as practiced with children and adolescents.
Prerequisites: ALH2400

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JUS3570 Civil Liability (4 quarter credit hours)
This course addresses issues of civil liability and policy development in federal, state, and local criminal justice agencies with emphasis on the problems confronting agency personnel due to the increased number of civil liability lawsuits. It introduces the student to civil liability generally and the federal law specifically while indicating steps that can be taken to minimize risks.
Prerequisites: JUS1100, SSC1460

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

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.

JUS4995 Senior Project in Criminal Justice (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.