Brown Mackie College – Salina
Brown Mackie College – Birmingham
Brown Mackie College – Kansas City
Brown Mackie College – Oklahoma City

Bulletin 2016 - 2017 Academic Catalog

February 6, 2017

This Bulletin is an integral part of Brown Mackie College – Salina, Brown Mackie College – Birmingham, Brown Mackie College – Kansas City and Brown Mackie College – Oklahoma City’s Academic Catalog.

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

Effective June 10, 2016: Brown Mackie College-Salina, Brown Mackie College Birmingham, Brown Mackie College- Kansas City, and Brown Mackie College-Oklahoma City have ceased enrolling new students.

Institutional Administration
Effective February 1, 2017

Institutional President .................................................................................................................. Dr. Judy Holmes
Chief Academic Officer .............................................................................................................. Dr. Debra K. Smith
Chief Financial Officer ............................................................................................................. Joe Kues
Nursing Administrator ............................................................................................................. Linda Henningsen
Regional Director of Student Financial Services ................................................................. Cheryl Hanerhoff

Campus Administration-Salina
Effective February 1, 2017

Institutional President ................................................................................................................. Judy Holmes, EdD
Chief Academic Officer .............................................................................................................. Debra K. Smith, EdD
Director of Career Services ..................................................................................................... Robin Nash
Associate Director of Student Financial Services ................................................................. Betty Charles
Student Accounting Advisor ..................................................................................................... Elizabeth Alvarez
Librarian....................................................................................................................................... John Triplett, MLS

Campus Administration-Brown Mackie College-Birmingham
Effective February 1, 2017

Associate Dean of Academic Affairs .......................................................................................... Kimberly Wright, MS
Career Services Advisor ............................................................................................................. Cedrika Laster
Associate Director of Student Financial Services ..................................................................... Rose Marie Curtis
Student Accounting Advisor ..................................................................................................... Kristle Williams
Registrar........................................................................................................................................ Matthew Anderson
Campus Administration-Brown Mackie College-Kansas-City

Effective February 1, 2017

Associate Dean of Academic Affairs ...................................................................................................... Todd D. Mick, Ph.D.
Director of Career Services ............................................................................................................... Kathy Vollenweider
Regional Director of Student Financial Services .................................................................................. Cheryl Hanerhoff
Student Accounting Advisor .......................................................................................................... Vivian Bluett
Registrar ............................................................................................................................................... Andrew Spillers, MBA
Librarian ........................................................................................................................................... Anna Ching Y. Wong, DPS-IM, MLIS

Campus Administration-Brown Mackie College-Oklahoma City

Effective February 1, 2017

Associate Dean of Academic Affair .................................................................................................... Michael Brown, MBA
Director of Career Services .............................................................................................................. Michael Rainey, MHRM
Student Accounting Advisor ............................................................................................................ Linda Bratcher-Diaz
Registrar .............................................................................................................................................. Leslie Rundell, MSM
Librarian .............................................................................................................................................. Genie Myers, MLS
Faculty-Brown Mackie College-Salina

Effective February 1, 2017

Exercise Science
Lesa Dunn, MS Ed
Baylor University

Academic Director of Technology Integration
Lead Faculty for Exercise Science

Allied Health
Steve Pope, BS, RN, RMA
Fort Hays State University

Lead Faculty for Allied Health

Mary Kornhaus, BS Pharmacy
University of Kansas

Business, Legal & Technical Studies
David Forristal, PhD
Kansas State University

Lead Faculty for Business

Frank Nelson, MS
Argosy University

Monty Parker, MBA
Fort Hays State University

Nathan Mattison, Juris Doctor
University of Denver Sturm
College of Law

General Education
Diane Rene Chavez, DC
Cleveland Chiropractic College

Lead Faculty for General Education
Jared Clark, MBA
Ft. Hays State University

Randy Waite, MA
Fort Hays State University

Basil Price, MS
Fort Hays State University

Ian McDaniel, Ph.D.
University of Kansas

John Morris, MA
Kansas State University

Irene Nielsen, PhD
University of the Rockies

Kyle Sheahon, DC
Cleveland Chiropractic College

William Garlic, MA
Eastern Michigan University

Occupational Therapy
Kathy Tilley, PhD, COTA
Interim Director and Fieldwork Coordinator
Kansas State University

Nursing
Linda Henningsen, MSN, MS, RN
South University Online

Nurse Administrator

Christina Daniel, RN, MSN
Nursing Clinical Coordinator
University of Phoenix

Paula Berg, RN, BSN
Pittsburg State University

Shannon Boyer, RN, BSN
Kansas Wesleyan University

Glenda Eidet, MS, RN
University of Phoenix

Lorena Hall, BSN, RN
Washburn University

Pauline Howell, MSN, RN, CHSE
Nursing Laboratory Specialist
South University Online

Cathy Losey, RN, BSN
Kansas Wesleyan University

Beth Peters, MSN, RN
Fort Hays University

Janet Zeiner, BS
Marymount College

Veterinary Technology
Jan Grace, MSM, RVT
Baker University

Program Director

Callie Rost, DVM
Kansas State University

Mikki Carney, AAS
Brown Mackie College
Allied Health
Kimberly Wright, MS
MS, University of St. Francis-Joliet
Academic Director of Allied Health

Jamika Austin, AAS
Virginia College

Doriane Bayles, MA
University of Alabama

Tawanna Canty, MS
Kaplan University

Sherrilyn Castor, BA
Faulkner University

Connie Collins, MA
Central Michigan University

Natasha Davis, M/Ed.
Grand Canyon University

Sandra A. Davis, MSHA
Strayer University

Telisa Gaines, MSHA/HI
University of Phoenix

Jawanda Henderson, MA
University of Alabama-Birmingham

Amy McCants, LPN
Alabama Community College

N. Nicole Pleasant, BS
Troy State University

Maria Sellers, MHA
University of Phoenix

Eugenia Tripp, BSN
Stillman College

Biomedical Equipment Technology
Eric Carwell, AAS, CBMT
Jefferson State College

Business/Information Technology
Eric Walker, MBA
University of Phoenix

Academic Director of Career and Technical Education

Brooke Adams, MS
Texas Southern University

Business/Information Technology (cont)
April Buader, JD
Birmingham School of Law

Michael Bell, MBA
South University

Chrissi Burrell MBA
Baker College

Joel Calvin, MA Ed
Troy University

Sally Cramer EdD
Clemson University

Phillip Dewitt, MBA
Samford University

Dorothy George, MBA
University of Phoenix

Dennis Gordon, MS
Trident University International

Henderson Leflore III, MS
Walden University

Rusty McHan, MBA
INSEAD, Fontainebleau, Fr.

Crystal McMeekin, JD
University of Alabama School of Law

Christopher Ngigi, MBA
University of Alabama at Birmingham

Christopher Ruffin, MS
Florida Institute of Technology

Mary Waker, MBA
South University

Gabriel E. Warren, DBA
Ashford University

Reginald Young, MPA/MBA
Troy University/Grand Canyon University

Shalisha Curry-Stewart, MS
University of West Alabama

April Buader, JD

Jemerrail Davis, MS, BS
Alabama A&M University

Sandra Foster, PhD
University of Alabama-Birmingham

Sarethia Grant, MSW
University of Alabama

Mark Gray, M.S.
Auburn University

Monique Johnson, MS
Troy University

Kimberly Jones, MS
University of Phoenix

Arletha Ndoume, MA
University of West Alabama

Ross Patterson, M.A.
University of Alabama-Tuscaloosa

Wendy Price, MFA
Academy of Art

Willie Samuels, MS
University of Alabama-Birmingham

Tasso Stratas, MS
Troy University

Charmel Taylor, MS
Faulkner University

Maggie Vaughn, MA
Florida State University

Occupational Therapy
Robert King, BS, COTA
University of Alabama-Birmingham

Vanessa Pickens, BS, COTA
University of Alabama-Birmingham

Beatrice Choate, BS, COTA/L
University of Alabama

General Education
Donna Thomas, MA
University of Alabama-Birmingham

Academic Director of Faculty Management & General Education
Faculty-Brown Mackie College-Kansas City

Effective February 1, 2017

**Allied Health**
Virginia Walker, DC  
Cleveland Chiropractic University

**Business**
Patricia Lee, MBA  
Friends University

**Drafting and Design**
Thomas Moore, MS  
Brigham Young University

**General Education**
Julie Smith, BA, MA, PhD  
University of Kansas

Mark Knapp, EdD  
Northern Illinois University

Ansia Naseeb, MS  
University of Lahore

Pamela Smits, MA  
Truman University

**Nursing**
Linda Richards RN, MSN  
South University  
Nursing Director

Mary Beth Benson BSN  
Langston University

Trisha Lentz, BSN, RN  
University of Missouri – Kansas City

Tanya Vail, BSN, RN  
Fort Hays University

Veronica Woodford, BSN MSN  
University of Cincinnati

Maureen Wiederholt, MSTE  
Pittsburgh State University

**Occupational Therapy**
Alyson Denton, MS, OTR  
Rockhurst University  
Program Director

Heather Knoeferl, BS, OTR  
Pacific University  
Fieldwork Coordinator

**Surgical Technology**
Andrea Winslow, BS, CST  
Georgia State University  
Program Director

Michael Ansorge, CST  
Tulsa Tech  
Fieldwork Coordinator

**Veterinary Technology**
Gregory Harvey, RVT, AAS  
Maple Woods Community College  
Program Director

Rana Barber, DVM  
University of Missouri

Lindsey Crawford, BS, DVM  
Kansas State University

Natalie McDonald, RVT, BS  
Kansas State University
### Allied Health
Michael Boensch, MS  
Southern Nazarene University

Julie Vallejo, MBA-Healthcare Adm.  
Southern Nazarene University

Kody Kerley, AOS-MA  
Heritage College

### General Education (cont.)
Courtney Murray, MSP  
University of Phoenix

Randall Myster, PhD  
Rutgers University

Ann Marie Smittle, MSP  
Grand Canyon University

Marshall Stafford, MS-Psychology  
University of Phoenix

Billy Wilson, BS  
University of Oklahoma

Shaban Janloo, MS PhD  
Oklahoma State University

### Business
Angela Perry, MS  
Southern Nazarene University

Academic Director of Faculty Management

Business Management-Lead Faculty

Jerryne Mitchell, MSA  
University of Phoenix

LaSherri Wright, MBA  
Oklahoma City University

Candyce Smith, MBA  
Oklahoma Christian University

### General Education
Amy Post-McCorkle, PhD  
University of Oklahoma

General Education-Lead Faculty

James Bell, MA  
University of Central Oklahoma

Kristina Brooks, MLA  
Oklahoma City University

Melena Keeth, DoC  
Cleveland Chiropractic College

Michelle Madison, MEd  
California State University

### Legal Studies
Mitzy Fryer, JD  
Oklahoma City University

Stanley Balch, MBA, JD  
Oklahoma City University

### Occupational Therapy
Sonja Mangrum, MOT, OTR/L  
University of Oklahoma Health Sciences Center

Program Director

Leslie Pulliam, OTR/L  
Fieldwork Coordinator

University of Oklahoma Health Sciences Center

Kelly Satterly, BS, COTA  
Southern Nazarene University

Nursing

Keisha Brooks, DNP, MSN, RN  
Capella University

Nursing Director

Melissa Thayer, MSM, MBA-HC, RN  
University of Phoenix
## Tuition Rates & Fees

**Effective July 1, 2016*  
Oklahoma City students enrolled prior to August 31, 2015 only**

<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>Medical Insurance Specialist – Diploma</td>
<td>50/5</td>
<td>$309</td>
<td>$20</td>
<td>$15,450</td>
<td>$1,000</td>
<td>$250</td>
<td>$16,700</td>
</tr>
<tr>
<td>Business Management - 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>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>Medical Assisting - Associate of Applied Science</td>
<td>92/8</td>
<td>$309</td>
<td>$20</td>
<td>$28,428</td>
<td>$1,840</td>
<td>$460</td>
<td>$30,728</td>
</tr>
<tr>
<td>Nursing - Associate of Applied Science (Oklahoma City only)</td>
<td>108/8</td>
<td>$376</td>
<td>$30</td>
<td>$40,608</td>
<td>$3,240</td>
<td>$540</td>
<td>$44,388</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>
</tr>
<tr>
<td>Paralegal - 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>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Tuition</th>
<th>Fees</th>
<th>Textbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSE0051</td>
<td>Writing Strategies</td>
<td>$1,336.00</td>
<td>$80.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>SSE0071</td>
<td>Pre-Algebra</td>
<td>$1,336.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSE0052</td>
<td>Introduction to Writing</td>
<td>$1,336.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSE0072</td>
<td>Introduction to Algebra</td>
<td>$1,336.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Program Credits/Quarters</td>
<td>Tuition Credit hour</td>
<td>Gen Fee Credit hour</td>
<td>Total Tuition</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------</td>
<td>---------------------</td>
<td>--------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>General Business – Diploma</td>
<td>50/5</td>
<td>$322</td>
<td>$25</td>
<td>$16,100</td>
</tr>
<tr>
<td>Medical Assistant – Diploma</td>
<td>60/5</td>
<td>$322</td>
<td>$25</td>
<td>$19,320</td>
</tr>
<tr>
<td>Medical Insurance Specialist – Diploma</td>
<td>50/5</td>
<td>$322</td>
<td>$25</td>
<td>$16,100</td>
</tr>
<tr>
<td>Practical Nursing – Certificate</td>
<td>55/4</td>
<td>$376</td>
<td>$30</td>
<td>$20,680</td>
</tr>
<tr>
<td>Architectural Design &amp; Drafting Technology - Associate of Applied Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
</tr>
<tr>
<td>Biomedical Equipment Technology - Associate of Applied Science/Associate of Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
</tr>
<tr>
<td>Business Management - Associate of Applied Science/Associate of Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
</tr>
<tr>
<td>Criminal Justice - Associate of Applied Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
</tr>
<tr>
<td>Exercise Science - Associate of Applied Science</td>
<td>92/8</td>
<td>$322</td>
<td>$25</td>
<td>$29,624</td>
</tr>
<tr>
<td>Graphic Design - Associate of Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
</tr>
<tr>
<td>Health Care Administration - Associate of Applied Science/Associate of Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
</tr>
<tr>
<td>Information Technology - Associate of Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
</tr>
<tr>
<td>Medical Assisting - Associate of Applied Science</td>
<td>92/8</td>
<td>$322</td>
<td>$25</td>
<td>$29,624</td>
</tr>
<tr>
<td>Nursing - Associate of Applied Science (Oklahoma City only)</td>
<td>108/8</td>
<td>$376</td>
<td>$30</td>
<td>$40,608</td>
</tr>
<tr>
<td>Nursing - Associate of Applied Science (Salina and KC Only)</td>
<td>110/8</td>
<td>$376</td>
<td>$30</td>
<td>$41,360</td>
</tr>
<tr>
<td>Occupational Therapy Assistant - Associate of Applied Science</td>
<td>96/8</td>
<td>$376</td>
<td>$25</td>
<td>$36,096</td>
</tr>
<tr>
<td>Operational Management – Associate of General Studies</td>
<td>96/8</td>
<td>$322</td>
<td>$25</td>
<td>$30,912</td>
</tr>
<tr>
<td>Paralegal - Associate of Applied Science/Associate of Science</td>
<td>90/8</td>
<td>$322</td>
<td>$25</td>
<td>$28,980</td>
</tr>
<tr>
<td>Surgical Technology - Associate of Applied Science</td>
<td>92/8</td>
<td>$355</td>
<td>$25</td>
<td>$32,660</td>
</tr>
<tr>
<td>Veterinary Technology - Associate of Applied Science</td>
<td>96/8</td>
<td>$322</td>
<td>$25</td>
<td>$30,912</td>
</tr>
<tr>
<td>Business Administration – Bachelor of Science</td>
<td>180/15</td>
<td>$322</td>
<td>$25</td>
<td>$57,960</td>
</tr>
<tr>
<td>Health Care Management – Bachelor of Science</td>
<td>180/15</td>
<td>$322</td>
<td>$25</td>
<td>$57,960</td>
</tr>
</tbody>
</table>
Students needing transitional courses will be charged the following in addition to the program costs listed above.

**Effective July 1, 2016**

**Salina and Kansas City**

**Oklahoma City (New and re-entry students starting on or after August 31, 2015 only)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Textbook Fees</th>
<th>Tuition Fees</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSE0051 Writing Strategies</td>
<td>$1,408.00</td>
<td>$1,288.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>SSE0070 Pre-Algebra</td>
<td></td>
<td>$1,288.00</td>
<td></td>
</tr>
<tr>
<td>SSE0052 Introduction to Writing</td>
<td>$1,408.00</td>
<td>$1,288.00</td>
<td></td>
</tr>
<tr>
<td>SSE0071 Pre-Algebra</td>
<td></td>
<td>$1,288.00</td>
<td></td>
</tr>
<tr>
<td>SSE0072 Introduction to Algebra</td>
<td>$1,408.00</td>
<td>$1,288.00</td>
<td></td>
</tr>
</tbody>
</table>

**Birmingham only**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Textbook Fees</th>
<th>Tuition Fees</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSE0050 Fundamentals of English</td>
<td>$1,408.00</td>
<td>$1,288.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>SSE0070 Fundamentals of Math</td>
<td></td>
<td>$1,288.00</td>
<td></td>
</tr>
<tr>
<td>SSE0065 Introduction to College English</td>
<td>$1,408.00</td>
<td>$1,288.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>SSE0085 Foundational Math</td>
<td></td>
<td>$1,288.00</td>
<td></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.

*Effective July 1, 2016 the charges for textbooks have been identified as a separate charge and not included with the tuition charge. The total cost of the programs is unchanged from what was previously posted.

**General Fee applies to cost of institutional activities and services.**

*** 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.

****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.

**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 plan 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.

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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# 2017 Academic Calendar

*Revised September 15, 2016*

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

### WINTER QUARTER

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

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

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

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

### SPRING QUARTER

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

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

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


### SUMMER QUARTER

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

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

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

**FALL QUARTER**

<table>
<thead>
<tr>
<th>October</th>
<th>Classes Begin</th>
<th>Monday October 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of October 22</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday October 28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>Classes Begin</th>
<th>Monday October 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Veteran’s Day Recess</td>
<td>Friday November 10</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of November 19</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Wednesday November 22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>Classes Begin</th>
<th>Monday November 27</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of December 17</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday December 23</td>
</tr>
</tbody>
</table>

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

*In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.*
Effective March 9, 2016: The following replaces the Institutional Accreditation statements found on Page 7 of the College’s Academic Catalog.

**Institutional Accreditation**

Brown Mackie College - Salina is accredited by the Higher Learning Commission (230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 1.800.621.7440, hlcommission.org).

Brown Mackie College - Birmingham is a branch campus of Brown Mackie College - Salina which is accredited by the Higher Learning Commission (230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 1.800.621.7440, hlcommission.org).

Brown Mackie College – Kansas City is a branch campus of Brown Mackie College - Salina which is accredited by the Higher Learning Commission (230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 1.800.621.7440, hlcommission.org).

Brown Mackie College - Oklahoma City is a branch campus of Brown Mackie College – Salina which is accredited by the Higher Learning Commission (230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 1-800-621-7440, hlcommission.org).

**Nursing Merit Scholarship**

Effective March 9, 2016: The Nursing Merit Scholarship located on page 69 is no longer available.

Effective June 1, 2016: The following replaces the General Admissions policy found on page 10 of the College’s Academic Catalog.

**General Admissions Requirements**

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

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

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

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

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

- Reading – 31

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

Prior college transfer credit for composition and/or math courses will be disallowed if the academic readiness assessment threshold determines that a student needs to take transitional courses at the College.
Applicants holding an earned associate or higher degree from a college or university accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) are exempt from the academic assessment minimum score requirement.

Effective June 1, 2016: The following replaces the Initial Academic Assessment policy found on page 15 of the College’s Academic Catalog.

Initial Academic Assessment

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

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

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

As soon as practical after the completion of the assessment, students are advised to meet with their Campus Academic Affairs office and review their performance and the plan for additional academic support toward success.

Effective June 1, 2016: The following replaces the Program Specific Admissions Requirements - Associate of Applied Science in Nursing (Brown Mackie College – Oklahoma City) policy found on page 11 of the College’s Academic Catalog.

Program Specific Admissions Requirements

Associate of Applied Science in Nursing (Brown Mackie College - Oklahoma City)

In addition to the General Admissions Requirements, applicants seeking enrollment in the Associate of Applied Science in Nursing program must obtain the following in order to be accepted**:

- A minimum cumulative score of 70% in the subjects tested on the HESI Admission Assessment (A2) exam*
- Criminal Background Check. Admission to the program will be denied if the background check includes results that may impair the student’s ability to be placed in a clinical site and/or be eligible to sit for the licensure exam.***
- Clear drug screen

Advanced Placement for Licensed Practical Nurses (LPN)**

Students applying for advanced placement into the Associate of Applied Science in Nursing program are required to:

1) Show proof of an unencumbered Practical Nursing license
2) Obtain a minimum cumulative score of 70% in the subjects tested on the HESI Admission Assessment (A2) exam*
3) Obtain a criminal background check. Admission to the program will be denied if the background check includes results that may impair the student’s ability to be placed in a clinical site and/or be eligible to sit for the licensure exam.***
4) Obtain a clear drug screen.
5) Successfully complete SSE0090 Exploration of Professional Nursing Practice course with an 80% on the first attempt. Failure to successfully complete SSE0090 with an 80% on the first attempt will preclude the student from receiving advanced placement standing.

Students meeting these requirements will receive credit for the following courses:

- NUR1201 Foundations of Nursing I
- NUR1202 Foundations of Nursing II
- NUR1203 Foundations of Nursing III
- NUR1701 Care of Older Adults I
- NUR1702 Care of Older Adults II
Students must order official transcript(s) of grades from all previous post-secondary education institutions where credits for PN were earned. All official transcripts should be mailed or faxed directly from the sending institution to the College’s Office of the Registrar. It is the responsibility of the student to ensure the College receives all transcripts prior to the scheduled class start to ensure an accurate evaluation of previous credits, as they might apply.

*If a minimum cumulative score of 70% on the HESI A2 in the required subjects was achieved at another institution, it will be acceptable for admission provided the score was achieved within the past 365 days. Test scores greater than one year old will not be considered for admissions purposes and applicants must re-test. Additionally, results of the admissions assessment will also be used to determine placement in transitional courses in English and/or math. See Initial Academic Assessment section of this catalog.

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

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

Effective June 1, 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 1, 2016: The following is in addition to the U.S. Departments of Veterans Affairs and Defense Education 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](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 1, 2016: The Brown Mackie College Community College Scholarship located on page 68 is no longer available.

**Brown Mackie College Future Nurses Scholarship**
Effective June 1, 2016: The Brown Mackie College Future Nurses Scholarship located on page 68 is no longer available.

**Brown Mackie College LEU Grant**
Effective June 28, 2016: The Brown Mackie College LEU Grant located on page 68 is no longer available.
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; or
- 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 students 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 = 1st Scheduled Class</td>
<td></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
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. This policy applies to students who drop out or legitimately documented students who are dismissed.

In accordance with school policy, if a student withdraws, the College will refund tuition and fees as follows, based on the student’s last date of attendance:

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

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

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

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

If kits, components of the kit, books, or supplies are returned to the College store in re-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.

Effective September 15, 2016: The following replaces the State Licensure statement for the Alabama Department of Postsecondary Education for Brown Mackie College-Birmingham found on page 7 of the College’s Academic Catalog.

State Licensure
Brown Mackie College – Birmingham is licensed by the Alabama Community College System, 135 South Union Street, Montgomery, Alabama 36104-4340, 334-293-4500.

Effective September 15, 2016: The following replaces the General Complaint and Resolution Procedures section for Brown Mackie College-Birmingham found on page 48 of the College’s Academic Catalog.

General Complaint and Resolution Procedures
Birmingham:
Alabama Community College System
Private School Licensure Division
PO Box 302130
Montgomery, Alabama 36130-2130
https://www.accs.cc/index.cfm/school-licensure/complaints/

Effective August 1, 2016: The following replaces the Programmatic Accreditation statements for the Occupational Therapy Assistant programs (AAS) found on page 7 of the College’s Academic Catalog.

Programmatic Accreditation
The Associate of Applied Science degree in Occupational Therapy Assistant program at Brown Mackie College-Salina is in an inactive status and is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA, www.acoteonline.org
The Associate of Applied Science degree in Occupational Therapy Assistant program at Brown Mackie College-Birmingham is in an inactive status and is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA. www.acoteonline.org

The Associate of Applied Science degree in Occupational Therapy Assistant program at Brown Mackie College-Kansas City is in an inactive status and is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA. www.acoteonline.org

The Associate of Applied Science degree in Occupational Therapy Assistant program at Brown Mackie College-Oklahoma City is in an inactive status and is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA. www.acoteonline.org

Effective October 13, 2016

Correction to the General Complaint and Resolutions Procedures beginning on page 47 of the current catalog:

Salina:
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
785-430-4288

Kansas City:
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368.
785-430-4288

Effective October 31, 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 Success Grant

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

See your Student Financial Services office for details.

Effective November 1, 2016: The following replaces the Board of Trustees section found on page 5 of the College’s Academic Catalog.

Board of Trustees

The College is governed by a Board of Trustees. The board members represent the public good, and the names of all Board of Trustees members are given below.

R. John Reynolds, PhD, Board Chairman
President Emeritus, Tri-State University, President & Chancellor, Salem International University.

John Hanrahan, Vice Chair
Past President, North American Financial Resources, Overland Park, KS
Elsie Faciane, JD, MHA  
VP/Chief Legal Officer, HCA Midwest, Kansas City, MO

Joseph Emmons, PhD  
*Past Director of Curricular Affairs, Kansas Board of Regents*

Lyman Ott, PhD  
*Sr. Vice President (ret.), Hoechst Marion Roussel Pharmaceutical Co.; Academic Advisory Board, Matson Money, Inc.; Board of Trustees, Presbyterian Manors of Mid-America*

Ronald Reck, MS  
*Director of Military and Veterans Affairs, George Washington University*

Barbara Sack  
*Executive Director, Midwest Orthopaedics*  
*Past President of the American Association of Orthopaedic Executives (AAOE)*

Judy Holmes, EdD  
*President of the College and its branch locations*
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 76 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>
<tr>
<td></td>
<td></td>
<td></td>
<td>Senior Project in Business Administration</td>
</tr>
</tbody>
</table>

The following course code and course name has been revised in the Bachelor of Science: Health Care Management program and replaces that found on page 78 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>HCA4995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Senior Project in Health Care Management</td>
</tr>
</tbody>
</table>
**COURSE DESCRIPTIONS**

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

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

**Effective February 29, 2016:**

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

**HCA4995**  
Senior Project in Health Care Management *(4 quarter credit hours, 48 lecture contact 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.*

**Effective July 5, 2016:**

**SSE0065**  
Introduction to College English *(4 quarter credit hours)*  
This course provides an introduction to writing in the college environment. Students will review sentence-level skills, grammar, and punctuation and will move to paragraph writing with an emphasis on topic selection, organization, structure, development, and editing. Also emphasized are strategies to improve reading comprehension.  
*Prerequisites: None*

**SSE0085**  
Foundational Math *(4 quarter credit hours)*  
This course provides an introduction to mathematics in the college environment. Students will first review integers, fractions and simple equations. The course will also cover operations, rational expressions, first- and second-degree equations, graphs, exponents, and radicals.  
*Prerequisites: None*

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

**Effective July 5, 2016:**

**ALH1610**  
Dosage Calculation *(4 quarter credit hours)*  
This course will use basic algebra to calculate dosage and dosage rates used to compound prescriptions, prepare intravenous solutions, pediatric doses or special prescriptions. Basic pharmacokinetic principles will also be introduced so that the student has a better understanding of the absorption, distribution, metabolism and excretion of medications. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.  
*Prerequisites: SSE0070 or SSE0072 or SSE0080 or SSE0085 or placement through initial academic assessment*

**ALH1710**  
Dental Administrative Practices *(4 quarter credit hours)*  
This course includes theory and practical administration of the dental office. Lectures and role playing activities are related to the responsibilities of the dental assistant. Topics include but are not limited to appointment scheduling, billing, collections, record keeping, clerical and dental supply inventory. Students are introduced to the use of dental practice software with hands on computer experience. Legal responsibilities, interpersonal relations, and interview skills are included.  
*Prerequisites: SSE0070 or SSE0080 or SSE0085 or Placement through Initial Academic Assessment*

**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 SSE0060 or SSE0065 or placement through initial academic assessment*

**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*
MTH1800  College Algebra (4 quarter credit hours)
A study of algebraic functions and their properties. Topics include identities, graphs, equations, complex numbers, and applications.
Prerequisites: SSE0070 or SSE0072 or SSE0080 or SSE0085 or placement through initial academic assessment

SCI1360  Anatomy and Physiology (4 quarter credit hours)
A study of the human body as a whole, including structure of the body, cells, tissues, organ systems, and the senses.
Prerequisites: None

Effective February 1, 2017

ALH2490  Management, Scholarship, and Professional Responsibilities (4 quarter credit hours)
This is an intermediate course to continue development of the student's knowledge in management, scholarship and professional responsibilities. This course will expose the student to application of principles of management and systems in the provision of occupational therapy services to individuals and organizations. The scholarship component will increase student's understanding in interpretation and applying knowledge of scholarly activities. The professional responsibilities component will increase understanding, appreciation, and application of ethics and values to the profession of occupational therapy.
Prerequisites: None

ANH1100  Introduction to Veterinary Technology (4 quarter credit hours)
This course provides an introduction to the roles and responsibilities of the veterinary technician, including the administrative and clinical competencies necessary to perform front office procedures, basic animal nursing skills, veterinary ethics and law, animal safety, client relations, animal behavior, human-animal bond, physical examinations, grooming care, and medication administration.
Prerequisites: ANH1102, MTH1800 OR concurrent with ANH1201 based on Department Chair approval

ANH1120  Small Animal Medicine I (4 quarter credit hours)
This course is designed to provide students the knowledge of common small animal diseases, including an overview of the etiology, symptoms, transmission, basic treatment and control through preventative care. Instruction will include an introduction to kennel sanitation, nutrition, immunology, vaccinations, and advanced nursing skills.
Prerequisites: ANH1100 OR concurrent with ANH1202 based on Department Chair approval

ANH1201  Veterinary Lab Procedures I (4 quarter credit hours)
This course provides an introduction to laboratory concepts and procedures commonly experienced in the veterinary clinical setting, as well as to provide the knowledge and skills necessary to perform urinalysis and hematological laboratory procedures on a variety of species, including dogs, cats, laboratory animals, large animals, birds and reptiles. Instruction includes laboratory safety, quality control, specimen collection and handling, basic clinical chemistry, serology, cytology, a study of the components of blood components, their characteristics and function, normal values, normal and abnormal variations and laboratory testing of these components in relation to a variety of species.
Prerequisites: ANH1120 OR concurrent with ANH1202 based on Department Chair approval

ANH1400  Pharmacology (4 quarter credit hours)
This course is designed to provide the knowledge and skills to follow prescribed orders for preparing, dispensing and administering drugs, providing appropriate client education, and monitoring therapeutic responses in a veterinary setting. Instruction will also include a discussion of drug classification, toxicology and alternative therapeutic methods.
Prerequisites: ANH1120 OR concurrent with ANH2120 based on Department Chair approval

ANH2120  Small Animal Medicine II (4 quarter credit hours)
This course is designed to provide students the knowledge and advanced nursing skills needed to understand and assist in canine and feline reproduction, small animal dentistry, emergency care and fluid therapy. An overview of animal handing and restraint, critical patient care, first aid, administration and maintenance of fluid therapy, dental prophylaxis and procedures related to small animal reproduction will be studied.
Prerequisites: ANH1120 OR concurrent with ANH1400 OR concurrent with ANH2140 based on Department Chair approval

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

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

ANH2240  Veterinary Imaging (4 quarter credit hours)
This course provides instruction needed to produce quality radiographs for diagnostic purposes in a veterinary setting, including the use of proper safety measures. Topics will include radiographic theory, x-ray equipment, positioning patients, exposing and processing film, radiographic evaluation and troubleshooting, safety regulations and an introduction to ultrasonography.
Prerequisites: ANH1120 OR concurrent with ANH2200 OR concurrent with ANH2140 OR concurrent with ANH2400 based on Department Chair approval
ANH2400  Anesthesia and Surgical Assistance (4 quarter credit hours)
This course provides the knowledge and skills necessary to administer and monitor the effects of various pre-anesthetic and anesthetic agents commonly used in a small and large animal clinical setting to assist in routine surgical procedures. Instruction includes basic properties and actions of various types of anesthetic agents and protocols, drug administration techniques, recognition of anesthetic emergencies, surgical prep and assistance for routine surgeries using aseptic technique, pre and postoperative care, and maintenance of the operating room and surgical supplies.
Prerequisites: ANH2120 OR concurrent with ANH2240 OR concurrent with ANH2140 based on Department Chair approval