In order to continually provide current information, this catalog may be amended by any inserts identified as Bulletins to the 2016-2017 Academic Catalog. Such bulletins are intended as, and are to be regarded as, an integral part of this catalog.

See bmcpromotions.info for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.
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Certificate: MEDICAL ASSISTANT

COURSE DESCRIPTIONS
CONSUMER INFORMATION

This catalog is published in order to inform students and others of academic programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. Brown Mackie College – St. Louis (the “College”) cannot assure that changes will not occur which will affect this information. The College reserves the right to make changes within the term of this catalog which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in Bulletins/Addenda to the 2016-2017 Academic Catalog, which are intended as, and are to be regarded as, integral to this catalog. The College expects its students to read and understand the information published in this catalog and in any Bulletins identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Further, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

ABOUT THE COLLEGE

The campus is located in Fenton, Missouri accessible from Interstates 44 and 270. The campus has been designed with student success in mind. It consists of 30,000 square feet of classrooms, laboratories, and offices designed to provide a contemporary professional environment for learning. The facilities provide media presentation rooms for special instructional needs, a Library Resource Center that provides instructional resources and academic support for both faculty and students. Brown Mackie College – St. Louis has two computer labs, each consisting of 24 computers and one printer with Internet access available. The Learning Resource Center will also have 12 computers and one printer with Internet access, which will provide links to various online resources. A copier will be located in the Learning Resource Center for student use.

Each classroom will be equipped with an overhead projector, surround sound system, and computer terminal that can used by instructors and students to present PowerPoint and to view videos.

The College is nonresidential; students who are unable to commute daily from their homes may request assistance from the Admissions Office in locating housing. Ample parking is available at no additional cost. Smoking is prohibited in school buildings.
COLLEGE MISSION AND PURPOSE

Mission Statement

Brown Mackie College — St. Louis provides traditional and nontraditional students with convenient, focused, and flexible post-secondary education options through bachelor’s and associate degrees, and diplomas, which enhance their career opportunities and expand their perspectives. The College believes that education should be specific enough to provide for a meaningful career, yet broad enough to lay the foundation for life-long learning.

Brown Mackie College – St. Louis, through its educational programs, will provide graduates with career-focused skills and abilities necessary to succeed at entry-level employment positions that contribute to the economic growth of both employers and the community served.

The following objectives are integral to the mission of Brown Mackie College – St. Louis:

- Create a positive, friendly learning environment where each student’s personal and practical skill development is encouraged.
- Maintain qualified, experienced and dedicated staff and faculty members who are committed to the College’s philosophy of promoting student development and education.

General Education Philosophy

The general education component of the College’s degree programs is designed to assist in the development of the knowledge and skills necessary for graduates to function more effectively in contemporary society. In developing this component of its educational programs, the College has established as its objectives that students will have the opportunity to:

- Improve their skills in written and oral communication.
- Enhance their appreciation of the cultural diversity of contemporary American society.
- Increase their understanding of themselves and others.
- Develop their skills in reasoning and analysis.
- Improve their ability to “learn how to learn.”

The general education courses provide students opportunities to improve their communication skills, and to develop an enlightened and respectful accommodation of the diversity of behavior, knowledge, opinion, and culture which they will encounter both within and beyond their formal education.
ABOUT BROWN MACKIE COLLEGE SYSTEM OF SCHOOLS

The Brown Mackie College system of schools is dedicated to providing educational programs that are designed to prepare students to seek entry-level positions in a competitive, rapidly changing workplace. With 28 locations nationwide, the Brown Mackie College system of schools provides bachelor’s degree, associate’s degree, diploma, and certificate programs in business, health sciences, legal, information technology, and electronic fields to approximately 9,954 students in various states (as of May 2015).

OWNERSHIP

Brown Mackie College — St. Louis is owned by Brown Mackie College – St. Louis, Inc., which through various intermediary companies is a subsidiary of Education Management Corporation. Education Management Corporation is located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.

Brown Mackie College — St. Louis is a branch of The Art Institute of Phoenix located in Phoenix, AZ.

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

A current listing of the College’s administration is provided in the Bulletin identified as part of this catalog.

ACREDITATION AND AFFILIATIONS

Institutional Accreditation

Brown Mackie College — St. Louis is accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor's degrees, associate’s degrees and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 202-336-6780.

State Licensure

Brown Mackie College – St. Louis is approved to operate by the Missouri Department of Higher Education.

Programmatic Accreditation

The Associate of Applied Science degree in Occupational Therapy Assistant program 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 and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

The Associate of Applied Science in Veterinary Technology program at Brown Mackie College – St. Louis has been granted initial programmatic accreditation by the American Veterinary Medical Association (AVMA) through the Committee on Veterinary Technician Education and Activities (CVTEA). The American Veterinary Medical Association can be contacted at 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360, 800-248-2862.

U.S. Department of Education

Brown Mackie College — St. Louis is eligible for, and participates in, certain Title IV financial aid programs, state grant programs, and vocational education contracts with private vocational institutions. The College does not participate in the Department of Education’s Leave of Absence Program.

Veterans Administration

Brown Mackie College — St. Louis is approved for the training of veterans and eligible veterans’ dependents by the Missouri Approving Agency for Veterans Training.

U.S. Department of Homeland Security

This school is authorized under Federal law to enroll nonimmigrant alien students.
ADMISSIONS

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 – 51

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.

Readmissions

Students who seek readmission to the College must first contact the Admissions Office. If a curriculum change has occurred during the student’s absence, generally he/she will be enrolled in the new program curriculum and must meet all current program admissions requirements. Depending on the length of the student’s absence, he/she may be permitted to return to his/her previous program curriculum with the approval of the Academic Affairs Office.

A student who withdraws from the College may reenroll only once in any nine-month period. If, after the first reenrollment, the student withdraws a second time, he or she must wait nine months from the last date of attendance to resume enrollment in the College. This policy applies to both voluntary and administrative withdrawals.

Following is a list of events that indicate there may be a mitigating circumstance which would allow the student to re-enroll without waiting nine months from the date of attendance:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
• Work-related transfer during the period
• Change in work schedule during the period
• Natural disaster
• A doctor documented illness of the student for a significant period of time
• Military deployment
• Course Availability based on College class schedule (due to no fault of student)

Additionally, readmission to programs with capped enrollment may be delayed until space becomes available.

The College reserves the right to deny readmission to any applicant who has an unacceptable academic or conduct record. Students with outstanding financial obligations to the College must make arrangements with the Student Accounting Office before they will be permitted to matriculate.

**International Non-Immigrant Student Admissions Policy**

Those international students applying, and requiring the campus’s sponsorship for international student visa status (Form I-20), must meet the following additional admissions requirements. The College requires nonimmigrant students present in Visa Waiver, B-1, and B-2 status to change their visa to F-1 or other qualifying status prior to enrolling in programs of study (other than avocational or recreational courses). Please note that some programs may not be eligible for international students requiring Form I-20 sponsorship. Please speak with the College’s International Admissions Representative for more detail.

a. Original or official copies of all educational transcripts and diplomas (secondary and post-secondary), if applicable
b. English language translation(s) of education transcripts and diplomas, if applicable
c. Official credential evaluation of non-U.S. transcripts and diplomas required for admission. NOTE: evaluations must be prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member organization
d. Proof of English Language Proficiency (see English Language Proficiency Policy)
e. Proof of financial responsibility to cover costs of tuition and fees and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor’s Statement of Support, if required)
f. Photocopy of student’s “bio-info” page of passport to provide proof of birth date and citizenship
g. For all non-immigrant applicants residing in the United States, provide a copy of passport visa page and Form I-94 card (entry record)
h. For all non-immigrant applicants currently in F, M, or J status, provide a copy of all Forms I-20 or Forms DS-2019
i. Transfer Clearance Form for students currently in F, M, or J status at another institution

**Important International Student Disclosure** – International students attending the College under F-1 visas (Form I-20) are required to maintain a “full course of study” during each academic term of their programs of study. For undergraduate (non-degree, Diploma, Associates, and Bachelors-level programs) students, this is defined as a minimum of 12 credits per academic term. Not more than 1 online course or 3 online credits per academic term may be counted toward meeting the “full course of study” requirement. Program and course offerings are subject to change and international students may be required to take additional courses to meet the full course of study requirement. International students should work closely with the International Student Advisor to ensure all requirements of their visa statuses are met. **THIS SCHOOL IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NONIMMIGRANT ALIEN STUDENTS.**

**English Language Proficiency Policy**

All applicants to the College whose first language is not English must demonstrate competence in the English language before admission to or enrollment in any course or program of study, excepting for admission and enrollment to an approved English as a Second Language (ESL) program or by special agreement between the College and a partner
Demonstration that English is an applicant’s first language can be satisfied if the applicant submits a diploma from a secondary school or post-secondary school in a system in which English is the official language of instruction.

If English is not the applicant’s native or first language, the applicant must demonstrate sufficient command of the English Language by providing evidence that he or she meets one of the English language proficiency standards listed below, or successfully meets conditions for a waiver.

**English Language Proficiency Standards:**

<table>
<thead>
<tr>
<th>English Language Proficiency Assessment Instrument</th>
<th>Minimum Score Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Diploma</td>
</tr>
<tr>
<td>Test of English as a Foreign Language (TOEFL)</td>
<td></td>
</tr>
<tr>
<td>1. Paper-based Test</td>
<td>480</td>
</tr>
<tr>
<td>2. Internet-based Test</td>
<td>54</td>
</tr>
<tr>
<td>International English Language Testing System (IELTS) Test</td>
<td>6.5</td>
</tr>
<tr>
<td>American College Testing (ACT) English Test</td>
<td>17</td>
</tr>
<tr>
<td>Education First (EF) International Language Schools Test</td>
<td>C1</td>
</tr>
<tr>
<td>ELS Language Schools Test</td>
<td>Level 108</td>
</tr>
<tr>
<td>International Test of English Proficiency (iTEP)</td>
<td>4.0</td>
</tr>
<tr>
<td>Michigan English Language Assessment Battery (MELAB)</td>
<td>73</td>
</tr>
<tr>
<td>Pearson English Language Proficiency Test</td>
<td>42</td>
</tr>
<tr>
<td>Scholastic Aptitude Test (SAT) Critical Reading Test</td>
<td>420</td>
</tr>
<tr>
<td>Students from Puerto Rico:</td>
<td></td>
</tr>
<tr>
<td>Prueba Apitud Academica (PAA) – English Proficiency Section</td>
<td>453</td>
</tr>
<tr>
<td>Test of English for International Communication (TOEIC) – Academic Test</td>
<td>650</td>
</tr>
</tbody>
</table>

**Waiver Eligibility Criteria:**

1. Received a minimum score on Brown Mackie College’s English proficiency assessment tool of 61 in the reading portion and 60 on the writing portion
2. Earned degree from a secondary or postsecondary institution whose primary language of instruction was English
3. Earned 45 or more semester hours of transferable credit from a U.S. college or university.
4. Earned 30 or more semester hours of transferable credit from a U.S. college or university to include college-level English Composition I with a B- or better grade.
5. The applicant graduated from a U.S. high school and completed two full years of regular English courses.
6. The applicant scored 500 or greater on the SAT critical reading or 21 or greater on the ACT English component.
7. Are citizens of any of the following countries: England, Wales, Scotland, Ireland, Australia, New Zealand, Canada, and South Africa.
8. Is determined by an interview with a campus academic affairs committee to demonstrate mastery in the English language in written and verbal communication.
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 – 60
- Reading – 75
- Mathematics - 51

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.

Initial Academic Assessment: Occupational Therapy Assistant Program

Those Occupational Therapy Assistant students that require transitional studies course(s) based on the results of their initial academic assessment, will be re-evaluated following the successful completion of the transitional studies course(s) and prior to starting their next scheduled course. At that time, these students will take the academic readiness assessment one additional time. If they do not successfully obtain the minimum scores in reading and writing, these students will not be allowed to continue in the Occupational Therapy Assistant program but can be considered for another program of study at Brown Mackie College.

Transitional Studies Courses

Based on the results of an academic assessment, students may be required to take transitional studies courses. Students must successfully complete such courses in order to progress in their program. Transitional studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. Transitional studies course credits do not count towards the total number of credits for graduation, nor do they count in the cumulative grade point average (CGPA). Additionally, the course credits do not count in determining the maximum time frame allowable to earn the credential sought or in the incremental completion rate as attempted credits and, if successful, earned credits.

While Transitional studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional studies course three times is dismissed and there is no right to appeal the termination.

Orientation

Orientation programs are designed to familiarize students with the College’s policies, personnel, and resources. Orientation is scheduled in the week prior to the start of each month’s classes (see the College’s Academic Calendar, which is provided in the Bulletin identified as part of this catalog). New students are required to attend orientation and re-admitted students may also be required to attend. Students are notified of the dates and times of orientation.

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 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.

THE COLLEGE DOES NOT IMPLY, PROMISE, OR GUARANTEE THAT CREDITS EARNED AT THE COLLEGE WILL TRANSFER TO OTHER INSTITUTIONS, SINCE SUCH DETERMINATIONS ARE MADE ACCORDING TO THE POLICIES OF THE RECEIVING INSTITUTION.

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 must 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>24</td>
</tr>
<tr>
<td>Area of concentration courses credits</td>
<td>46</td>
</tr>
<tr>
<td>Other (general education, technical or core course credits)</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td><strong>90</strong></td>
</tr>
</tbody>
</table>

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

**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.

**Definition of a Quarter Credit Hour**

Course crediting is based upon the number of lecture, laboratory, and/or externship hours provided in the contact hours of each course. A contact hour is defined as 50 minutes of instruction in a 60-minute period. One quarter credit hour is awarded for each:

- A minimum of 10 contact hours of lecture (instruction in theory and principles)
- 20 contact hours of laboratory (supervised application of knowledge and skills learned)
- 30 or 40 contact hours of externship (supervised field experience), depending on the requirements of the student’s program

Credits awarded for a course may be rounded down to the nearest half or whole number depending on the course prefix. Please see Program Information section of the catalog for specific information on credits awarded for courses in your program.

**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.

**Definition of an Academic Year**

An Academic Year is defined as three (3) quarters in which courses are attempted in each quarter.

**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.)

Student Withdrawal

The student may officially withdraw from school by notifying the Office of the Registrar in writing or in person. The withdrawal date will be the student’s last date of attendance. The refund policies outlined in the Student Financial Information section shall apply in the event that a student withdraws, is suspended or is terminated from school.

After the student has finished his or her FIRST quarter of enrollment, he or she may qualify for Voluntary Intent to Continue status. Students who are in the first or second course of their quarter and are administratively withdrawn from their current course(s) but intend to return in the same quarter must have a Voluntary Intent to Continue form on file or will be considered withdrawn from the College. Students will have four business days from their date of determination to file the Voluntary Intent to Continue form that states he/she will return within the same quarter. Students who do not have a Voluntary Intent to Continue form on file after the fourth business day are dropped from all their courses and will be administratively withdrawn from the college. Students who do not intend to return in the same quarter are not eligible for Voluntary Intent to Continue and will be administratively withdrawn from the College. To indicate Voluntary Intent to Continue, a student must contact the Office of the Registrar to complete the required Voluntary Intent to Continue form and receive approval.
A student who withdraws from a course within the first two weeks of that course receives a Withdrawn, without penalty (W) grade for the course. After the first two weeks, withdrawal incurs a W or a Withdrawn, with penalty (WF) grade, depending upon the instructor’s evaluation of the student’s achievement to the point of the student’s last date of attendance. Withdrawal from a fundamental course incurs a grade of W regardless of the student’s last date of attendance.

To withdraw from a program, a student must notify the Office of the Registrar. Every course for which a student receives an “F, WF, UF, UFR” or a “W or WR” grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the department chair and the Dean of Academic Affairs. Withdrawals and failed courses can affect the student’s Incremental Completion Rate and ability to succeed.

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.

Undergraduate Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy helps ensure that all students enrolled in certificate, diploma, and undergraduate degree programs are maintaining Satisfactory Academic Progress towards successful completion of their academic programs. The criteria and standards contained in this policy are intended to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy incorporates requirements of accrediting commission(s) along with federal regulatory guidelines.

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicates Satisfactory Academic Progress. Receiving D+ or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the Dean of Academic Affairs.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

• Maintain a minimum Cumulative Grade Point Average (CGPA);
• Achieve the minimum Incremental Completion Rate (ICR); and
• Complete the program within a Maximum Time Frame (MTF).

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Dean of Academic Affairs within four (4) business days of determination.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic/Financial Aid Dismissal, a student may appeal the Academic/Financial Aid
Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at Brown Mackie College.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honors Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Academic/Financial Aid Warning
- Procedure for Appealing Academic/Financial Aid Dismissal
- Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
- Academic/Financial Aid Probation and an Academic Plan
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in the loss of financial aid and dismissal. Any student who has attendance concerns, feels he or she is failing a course or courses or is considering withdrawal from the College should meet with an academic advisor, department chair or Dean of Academic Affairs to determine how that will impact Satisfactory Academic Progress at the student's next evaluation points. In order for a non-nursing student to graduate, the minimum requirements are a CGPA of 2.0, 66.6% ICR, and completion of the program without attempting more than 150% of the credits in the program.

In order for a nursing student in a degree program to graduate, the minimum requirements are a CGPA of 2.5, 66.6% ICR, and completion of the program without attempting more than 150% of the credits in the program. In order for a nursing student in a diploma or certificate program to graduate, the minimum requirements are a CGPA of 2.0, 66.6% ICR, and completion of the program without attempting more than 150% of the credits in a program.

The entire period of a quarter is included in determining a student's Satisfactory Academic Progress. If a student attempts any course within the quarter (three months), the entire quarter is included in determining a student's Satisfactory Academic Progress. While the terms Academic/Financial Aid Warning and Academic/Financial Aid Dismissal are used, the status applies to all students whether receiving financial aid or not.

### Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarter basis and upon graduation.

**Quarter Honors Designations (at the completion of a quarter)**

Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

<table>
<thead>
<tr>
<th>Quarter GPA</th>
<th>Honors Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>President’s List</td>
</tr>
<tr>
<td>3.60-3.99</td>
<td>Dean’s List</td>
</tr>
<tr>
<td>3.25-3.59</td>
<td>Honors</td>
</tr>
</tbody>
</table>

**Honors Designation at Graduation**

Students who achieve a CGPA of 3.25 or better are designated as Honor Graduates.

Note: Transitional studies courses are not considered when evaluating honors designations.

### Milestones and Evaluation Points for Satisfactory Academic Progress

Compliance with Standards of Academic Progress is reviewed every quarter for all Certificate and Diploma programs.

**Certificate and Diploma Programs:**

1. At the end of the first quarter, students must attain a minimum CGPA of 1.0 and an ICR of 33.3%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in transitional studies courses are considered to be maintaining Satisfactory Academic Progress. **Nursing students** must achieve a minimum CGPA of 1.50 and have an ICR of 33.3%.
2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 66.6%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, the student will result in **Academic/Financial Aid Dismissal**. Students who are only participating in transitional studies courses are considered to be maintaining Satisfactory Academic Progress. **Nursing students** must achieve a minimum CGPA of 1.75 and an ICR of 66.6%.

3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.6%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, the result will be an **Academic/Financial Aid Dismissal**. Students who are only participating in transitional studies courses are considered to maintain Satisfactory Academic Progress. **Nursing students** must achieve a minimum CGPA of 2.0 and an ICR of 66.6%.

4. Please note that if student's ICR and/or GPA is at the minimum or they are close to the minimum, the student may need to pass most or all of courses remaining during the next three quarters. While the student may be making SAP, the College recommends that the student meet with their academic advisor, department chair or Dean of Academic Affairs.

5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal**. Dismissal for violating the Maximum Time Frame (MTF) can happen at any time.

6. Students should note that if they are on Academic/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their academic advisor, department chair or Dean of Academic Affairs concerning their exact requirements.

7. Placement into transitional studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the Maximum Time Frame allowable to earn the certificate or diploma or in the Incremental Completion Rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same transitional studies course upon a third attempt. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.

8. Transitional studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While transitional studies courses are not included in the CGPA, the result for a student who unsuccessfully attempts the same transitional studies course three times is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for three unsuccessful attempts will be denied. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.

9. 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 concentration courses will be denied. An unsuccessful attempt of a nursing course is indicated by a grade of F, W, WF, or UF.

10. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

11. The grades, Cumulative Grade Point Average, cumulative data for all courses a student attempted at the College, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, Academic/Financial Aid Probation, or on **Academic/Financial Aid Dismissal**.

12. Compliance with SAP is reviewed every quarter for certificate and diploma programs. A student who starts and attempts any course within a quarter and then withdraws within that quarter will have that entire quarter count for SAP purposes.
<table>
<thead>
<tr>
<th>Certificate/Diploma</th>
<th>Evaluation Point</th>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Quarter</td>
<td>&lt;=1.0 and/or &lt;=33.3% Nursing: &lt;=1.5 and/or &lt;=33.3%</td>
<td>Academic/Financial Aid Warning</td>
<td></td>
</tr>
<tr>
<td>End of Second Quarter</td>
<td>&lt;=1.5 and/or &lt;=66.6% Nursing: &lt;=1.75 and/or &lt;=66.6%</td>
<td>Academic/Financial Aid Warning (if 1st time) Academic /Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
<td></td>
</tr>
<tr>
<td>End of Third Quarter and every quarter thereafter</td>
<td>&lt;=2.0 and/or &lt;=66.6% Refers to all programs</td>
<td>Academic/Financial Aid Warning (if 1st time) Academic /Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
<td></td>
</tr>
<tr>
<td>At Any Time</td>
<td>Anything in excess of 150% MTF</td>
<td>Academic/Financial Aid Dismissal</td>
<td></td>
</tr>
<tr>
<td>Transitional Studies Courses</td>
<td>At Any Time</td>
<td>3x Unsuccessful Attempts</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td>Nursing Concentration Courses</td>
<td>At Any time</td>
<td>2x Unsuccessful Attempts in a single nursing concentration course or a total of 3 unsuccessful attempts in any combination of 3 nursing concentration courses</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
</tbody>
</table>

Please note that the result for a student who fails the same transitional studies course after three attempts, is 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 transitional course is indicated by a grade of NPG, WR, or UFR.

Additionally please note that the result 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 concentration courses will be denied. An unsuccessful attempt of a nursing course is indicated by a grade of F, W, WF, or UF.

Unless otherwise noted, Academic/Financial Aid Dismissals can be appealed. Please see the Procedure for Appealing Academic/Financial Aid Dismissals below.

**Degree Programs:**

Degree programs are evaluated after a student has attempted three quarters (including portions of a quarter). While grades, GPAs and Incremental Completion Rates are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their Satisfactory Academic Progress at any time and may be required to take specific action.

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.25 and an ICR of 50%. Anything below these milestones will result in Academic/Financial Aid Dismissal. **Nursing students** must achieve a minimum CGPA of 2.0 and an ICR of 66.6%.
2. At the end of the second academic year, students must attain a minimum CGPA of 2.0 and an ICR of 66.6%. Anything below these milestones will result in Academic/Financial Aid Dismissal. **Nursing students** must achieve a minimum CGPA of 2.5 and an ICR of 66.6%.

3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.6%. **Nursing students** must achieve a minimum CGPA of 2.5 and an ICR of 66.6%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, the student will result in **Academic/Financial Aid Dismissal**.

4. Please note that if student’s ICR and/or GPA is at the minimum or they are close to the minimum, the student may need to pass most or all of the courses remaining during the next three quarters. While the student may be making SAP, the College recommends that the student meet with their academic advisor, department chair or Dean of Academic Affairs.

5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal**. Dismissal for violating the Maximum Time Frame (MTF) can happen at any time.

6. Placement into transitional studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the Maximum Time Frame allowable to earn the degree and the Incremental Completion Rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same transitional study course upon a third attempt. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.

7. Transitional studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While transitional studies courses are not included in the CGPA, the result for a student who unsuccessfully attempts the same transitional studies course three times is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for three unsuccessful attempts will be denied. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.

8. 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 concentration nursing courses will be denied. An unsuccessful attempt of a nursing course is indicated by a grade of F, W, WF, or UF.

9. The grades, Cumulative Grade Point Average, cumulative data for all courses a student attempted at the College, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning or Academic/Financial Aid Probation or is on **Academic/Financial Aid Dismissal**.

10. For degree programs, compliance with SAP is reviewed every academic year during a student’s first two years and then quarterly thereafter. Compliance with SAP is reviewed every quarter for certificate and diploma programs. A student who starts and attempts any course within a quarter and then withdraws within that quarter will have that entire quarter count for SAP purposes.

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Evaluation Point</th>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>End of First</td>
<td>&lt;=1.25 and/or &lt;=50.00%</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td></td>
<td>Academic Year</td>
<td>Nursing: &lt;=2.0 and/or &lt;=66.6%</td>
<td></td>
</tr>
</tbody>
</table>

18
<table>
<thead>
<tr>
<th>Event / Course</th>
<th>Failure Criteria</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Second Academic Year</td>
<td>&lt;=2.0 and/or &lt;=66.6% Nursing: &lt;=2.5 and/or &lt;=66.6%</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td>End of Seventh Quarter and Thereafter</td>
<td>&lt;=2.0 and/or &lt;=66.6% Nursing: &lt;=2.5 and/or &lt;=66.6%</td>
<td>Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)</td>
</tr>
<tr>
<td>At Any Time</td>
<td>Anything in excess of 150% MTF</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td>Transitional Studies Courses</td>
<td>At Any Time 3x Unsuccessful Attempts</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
<tr>
<td>Nursing Concentration Courses</td>
<td>At Any time 2x Unsuccessful Attempts in a single nursing concentration course or a total of 3 unsuccessful attempts in any combination of 3 nursing concentration courses</td>
<td>Academic/Financial Aid Dismissal</td>
</tr>
</tbody>
</table>

Please note that the result for a student who fails the same transitional studies course after three attempts, is **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.

Additionally, 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.

Unless otherwise noted, **Academic/Financial Aid Dismissals** can be appealed. Please see the Appeal Process below.

If the review of a student's Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible for the student to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next mandatory check point, the the result will be an Academic/Financial Aid Dismissal from the College.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirement at the applicable measuring point.

**Construction of an Academic Quarter**

Brown Mackie College operates on a quarter system. Generally, within that quarter a student is scheduled for three courses, each delivered consecutively for four (4) weeks each.

**General Illustration of a Quarter:**

<table>
<thead>
<tr>
<th>Quarter (3 Months/12 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course One (4 weeks)</td>
</tr>
<tr>
<td>Course Two (4 weeks)</td>
</tr>
<tr>
<td>Course Three (4 weeks)</td>
</tr>
</tbody>
</table>
Procedure for Appealing Academic/Financial Aid Dismissal

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the current mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet Satisfactory Academic Progress at the next evaluation or after the Academic Plan if re-admitted.

An Appeals Committee will review the student’s appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the the Appeals Committee. Upon the decision of the Appeals Committee, the student will be notified by the Dean of Academic Affairs both verbally and in writing. The decision of the Appeals Committee will be final.

The following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the period
- Change in work schedule during the period
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment

An Appeals Committee is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timing and duration of the current mitigating circumstance, and the student’s ability to avoid the circumstance. Any consideration of the conditions outside of the list provided should be discussed with the Brown Mackie College Vice President of Academic and Student Affairs.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor’s opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student’s circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

A student who is granted an appeal is able to apply for re-entry and if otherwise eligible, receive financial aid; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. The student must meet the standards of Satisfactory Academic Progress by the end of his or her first quarter if in a diploma or certificate program and by the end of the second quarter for degree programs.

Academic advisors, registrars, and/or academic department chairs/program directors must document and maintain as part of the appeals process a concrete plan for how a student will complete his or her remaining coursework by the next measurement point as well as how the student’s progression will be monitored. The Academic Plan must be signed by the student as well as by the academic person monitoring the student’s progress and detail specific time frames and student...
success measures. The Academic Plan cannot extend more than one (1) quarter for certificate or diploma programs and may be up to two (2) quarters for degree programs.

The signed, agreed upon Academic Plan must result in thresholds that exceed the last evaluation point’s minimums and be sufficient for the student to realistically meet the next evaluation point.

The Academic Plan must be reviewed with the student at least on a monthly basis to ensure that the designated, agreed upon plan is in progress and the student is on track to achieve the success measures by the end of the probationary period. The student and the academic person monitoring the student’s progress must sign a tracking form which documents the scheduled review meetings have been conducted.

Each time a plan is reviewed, the review activity will be added into the student information system to measure the checking of the plan review. There cannot be a change to the academic plan once approved by the student and the College. Failure to meet the established goals approved in the Academic Plan will result in Academic/Financial Aid Dismissal.

Registrars will ensure that academic advisor or department chair or the Dean of Academic Affairs have notified students in writing that they are in Academic/Financial Aid Warning, Academic Probation/Financial Aid Probation, or Academic/Financial Aid Dismissal status with student-signed documentation that the status has been reviewed with the student and that the student understands the requirements of returning to good academic standing where possible.

A student denied an appeal must sit out one year before being eligible to apply for re-entry. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her to not meet the minimum standards of the Satisfactory Academic Progress must go through the same appeal process if he or she later seeks to reenroll. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances and demonstrate that he or she will be able to meet Satisfactory Academic Progress if re-admitted. The student may be asked to retake courses previously failed in order to raise both the CGPA and ICR.

If a student was initially denied a re-entry appeal and sat out one year before attempting to re-enter, the student must submit a second appeal for consideration for re-entry. If the second re-entry appeal is denied, no additional appeals may be allowed and the student is permanently academically dismissed.

Any student who is on Academic/Financial Aid Dismissal can no longer attend school or get Title IV at the College.

**Academic/Financial Aid Dismissal Appeals not Allowed**

A student who attempts but does not pass the same transitional studies course three times is dismissed and there is no right to appeal the dismissal.

A student who attempts but does not pass the same nursing concentration course twice or has a total of three failures in any combination of three nursing concentration courses is dismissed and there is no right to appeal the dismissal.

**Additional Appeal Procedures**

While an appeal can be made for Maximum Time Frame (MTF), the College and Brown Mackie College's Vice President of Academic and Student Affairs must review the appeal.

If a student who has successfully appealed an Academic/Financial Aid Dismissal is later again dismissed, the student can file an appeal as long as all of the following hold true:

- The appeal is based on different mitigating circumstances from those that served as the basis for any previous appeal; and
- The new mitigating circumstance occurred after the previous successful appeal; and
- The student is mathematically capable of meeting the next SAP evaluation point's requirements.

In addition to the College's review of the appeal, it must also be reviewed by Brown Mackie College's Vice President of Academic and Student Affairs.
Explanations of Related Issues

Calculation of CGPA

A student’s Cumulative Grade Point Average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total credit hours earned from all quarters at Brown Mackie College. Most Brown Mackie College schools use a 4.0 scale in assigning grade points.

Transitional Studies Courses

Many Brown Mackie College schools require academic assessments. Depending on assessment scores, students may be required to take transitional studies courses. Students must successfully complete such courses in order to progress in the program. Please note that the student will be dismissed immediately if the student does not successfully complete the same transitional study course upon a third attempt. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.

Transitional studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While transitional studies courses are not included in the CGPA, the result for a student who attempts but does not pass or withdraws from the same transitional studies course three times is Academic/Financial Aid Dismissed. Appeals for re-entry after dismissal for three unsuccessful attempts will be denied. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WFR or UFR.

Student Withdrawal

A student who withdraws from a non-transitional course within the first two weeks of that course receives a Withdrawn, without penalty (W) for the course. After the first two weeks, withdrawal incurs a W or a Withdrawn, with penalty (WF) grade, depending upon the instructor’s evaluation of the student’s achievement to the point of the student’s last date of attendance.

Withdrawal from a transitional course incurs a grade of WR regardless of the student’s last date of attendance.

For all non-transitional courses, withdrawals and failed courses are considered attempted courses and can affect the student’s Incremental Completion Rate and ability to succeed.

Repeated Courses and Grades

As courses are retaken, only the most recent attempt will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the Incremental Completion Rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as credit hours attempted but not earned. The grade Incomplete (I) is calculated as if it is an F for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned. Students may retake successfully completed courses only one additional time if they are retaking the coursework to meet specific accreditation requirements, a specific CGPA for graduation, or if doing so is part of an Academic Plan. Credits from all repeated courses are included as credits attempted. If students desire the repeat of a course to be calculated as the replacement of the original grade, then the student must repeat the failed course at the Brown Mackie College location where the course was originally taken.

Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades register for the same course(s) in the subsequent quarter to improve academic performance.

Transfer Credits from another Postsecondary Institution

Credits from transfer courses are calculated in the Incremental Completion Rate requirements as credits attempted and credits earned and the Maximum Time Frame.

Grades for credits transferred from any postsecondary institution will be recorded as Transfer Credit (TR) and will not be calculated in the student’s CGPA.
Transfers from another Brown Mackie College Campus within the Same Institution - all having the root OPEID number

A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another, or from one school or campus to another within the same Institution as defined by the Department of Education (i.e., each having the same root OPEID number). A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another Brown Mackie College within the same Institution must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer.

Grades from courses taken in a program within Brown Mackie Colleges, if applicable to a transfer program, will be recorded as earned credit and will be calculated in the student’s CGPA.

In cases in which a student has graduated from one program then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded as earned and will affect the student's new program CGPA calculation and will be included in the Incremental Completion Rate as credits attempted and credits earned as well as the Maximum Time Frame for the program in which the student is enrolled.

Please note that course credits and applicability of those credits at each Brown Mackie College for a program can vary from location to location. Please carefully discuss any possible transfer with the appropriate Brown Mackie College personnel.

Transfer Students from Other Institutions

Transfer credits from other post-secondary institutions that apply to the current program of study are used to calculate attemptable credits remaining and remaining credits to graduate. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be 180 X 1.5 = 270 credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution other than a Brown Mackie College will be recorded as “TR” in the Student Information System and will not affect the student’s CGPA. Grades transferred in from any Brown Mackie College will be recorded as the actual grades earned in the course.

Change of Program

In order to change a program, a student must be making satisfactory academic progress at the time a request is made to change programs. Changing from a day program to an evening program within the same program is not considered a change of program. Changing from an associate’s program to a bachelor’s program within the same program is not considered a change of major. Courses that apply to the second program will be recorded as earned credit and will affect the student’s CGPA and will be included as attempted and completed hours.

Students who change programs must sign a new program enrollment agreement which must be filed in the student’s academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first program, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new program. Under no circumstances can a request to change programs circumvent a dismissal of Satisfactory Academic Progress.

When a student has graduated from Brown Mackie College in one program, then subsequently begins work in another program, grades used in the CGPA of the previous program, if applicable to the new program, will be recorded as grades earned and will be applied to the student’s new program CGPA calculation and Incremental Completion Rate.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the department chair and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.
Calculations

Brown Mackie College measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at Brown Mackie College. Transitional study courses do not count in this calculation.

Here is an example of how GPA and CGPA are computed: A student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

\[ A = 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned} \]
\[ B+ = 3.3 \text{ grade points} \times 4 \text{ credit hours} = 13.2 \text{ grade points earned} \]

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

In this example:

\[ 16 \text{ grade points} + 13.2 \text{ grade points} = 29.2 \text{ total grade points} \]
\[ 29.2 \text{ grade points earned divided by 8 total credit hours earned} = \text{student’s GPA for the quarter, 3.65.} \]

A student’s CGPA is computed in the same way by dividing the student’s total grade points earned from all quarters at Brown Mackie College by the student’s total credit hours earned from all quarters at Brown Mackie College. (The CGPA is calculated by rounding up to the nearest one-hundredth if the last digit is 5 or greater. It is rounded down to the nearest one-hundredth of the last digit if the last digit is less than 5. (Example: 3.235 = 3.24; 3.233 = 3.23.)

Incremental completion rate is determined as follows (transitional study credits do not count in this calculation):

\[ \text{EARNED CREDITS at the institution} + \text{TRANSFER CREDITS Accepted} \]
\[ \text{ATTEMPTED CREDITS at the institution} + \text{TRANSFER CREDITS Accepted} \]

The 150% MTF: Only the attempted and transferred courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

The 150% MTF is determined as follows:

\[ \text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM X 1.5 = TOTAL NUMBERS OF CREDITS ALLOWED TO BE ATTEMPTED} \]

Additional Degree

When a student has graduated from Brown Mackie College in one program, then subsequently enrolls in a different program, grades used in the CGPA, ICR and MTF of the previous program that transfer into the new program will be applied to the student’s new program CGPA, ICR and MTF calculation.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds

Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher Cumulative Grade Point Average and/or a higher Incremental Completion Rate and/or Maximum Time Frame. Examples of these education benefits are State Grants, Veterans’ Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Services office for details.
Student Status Changes and SAP

Changes in Program

Courses taken in one program that are applicable to the second program will be transferred with the applicable grades. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. For courses in first program that were repeated, only the last grade earned is transferred to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and 150% (maximum time frame) purposes, only those courses transferred will apply to the second program will be considered.

In the formulas below, the “CHANGE OF PROGRAM” adjustment factor would be those credits from the previous program that will NOT count in the student’s current program.

Incremental completion rate is determined as follows (Transitional credits do not count in this calculation):

\[
\text{(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED)} \text{ minus CHANGE OF PROGRAM ADJUSTMENT FACTOR FOR EARNED CREDITS}
\]

\[
\text{(ATTEMPTED CREDITS in the New Program + TRANSFER CREDITS Accepted) minus CHANGE OF PROGRAM ADJUSTMENT FACTOR FOR EARNED CREDITS}
\]

The 150% MTF

Only the attempted and transferred courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. An MTF violation occurs when the credits remaining to graduate exceed the attemptable credits remaining.

The 150% MTF is determined as follows:

\[
\text{TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.}
\]

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</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>Grade</td>
<td>Description</td>
<td>GPA Computation</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete coursework</td>
<td>Computed as F in GPA</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn, without penalty (not applied to Transitional courses)</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn, with penalty (not applied to Transitional courses)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>WR</td>
<td>Withdrawn, with penalty (applied to Transitional courses only)</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>UFR**</td>
<td>Unearned F (applied to Transitional courses only)</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>UF**</td>
<td>Unearned F</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Credit granted through transfer</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>PR</td>
<td>Credit granted through other sources (PLA/proficiency)</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Course audited—no credit awarded</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>PG</td>
<td>Progress (Transitional studies courses only 70% or higher)</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>NPG</td>
<td>No Progress (Transitional studies courses only 69% or lower)</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit granted through test out</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>TO</td>
<td>Test Out (Transitional studies courses only)</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Progress (for OTA Level II Fieldwork only)</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Progress (for OTA Level II Fieldwork only)</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (for or ALH2940A/OT2990A and ALH2941A/OT2991A only)</td>
<td>Not computed</td>
<td></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.

**Minimum Academic Achievement Standards for Students Receiving Department of Defense Tuition Assistance**

In addition to the College’s Standards of Satisfactory Academic Progress Policy, in order for a Service member student to continue to receive Tuition Assistance (TA) military education benefits for TA-funded courses, the following minimum academic standards must be achieved.

The Department of Defense requires reimbursement from the Service member if a successful course completion is not obtained. For the purpose of reimbursement, a successful course completion is defined as a grade of “C” or higher for undergraduate courses, a “B” or higher for graduate courses and a “Pass” for “Pass/Fail” grades. Reimbursement will also be required from the Service member if he or she fails to make up a grade of “I” for incomplete within the time limits stipulated by the educational institution or 6 months after the completion of the class, whichever comes first.

Students using TA must maintain a cumulative grade point average (GPA) of 2.0 or higher after completing 15 semester hours/23 quarter hours, or equivalent, in undergraduate studies, or a GPA of 3.0 or higher after completing 6 semester hours/9 quarter hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA funded courses falls below these minimum GPA limits, TA will not be authorized and Service members will use alternative funding (such as financial aid or personal funds) to enroll in courses to raise the cumulative GPA to 2.0 for undergraduate studies or 3.0 for graduate studies.

The Secretary of the Military Department will establish recoupment processes with the Service member directly for unsuccessful completion of courses.

**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.

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.

Retaking Coursework Policy

Effective July 1, 2011, the Department of Education amended the full-time enrollment status definition for programs at term-based institutions. In a standard term-based program, students who retake previously completed coursework are considered eligible for additional Title IV assistance, even if the students will not receive credit for that coursework in addition to credits already received. Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the Satisfactory Academic Progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, Brown Mackie College has limitations on how many times students can retake failed courses before they are dismissed from the institution. (See Brown Mackie College Undergraduate Satisfactory Academic Progress Policy)

Brown Mackie College will allow financial aid to cover a single repetition of a successfully passed course (earned credit) subject to certain conditions. Students who earned credit(s) may receive Title IV funds for one retake of any previously passed course only if they meet one of the following conditions:

A. Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed within a given time period of graduation.
B. Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination.
C. For students who need a specific grade or G.P.A. to practice upon graduation.

If the student fails the repeated course the student is not eligible for an additional retake because the student previously passed the course.

Course Auditing

A student wishing to audit a course without receiving credit must obtain permission from the Academic Affairs office and complete and sign a class audit form before registering for the course. (Some courses may not be available for audit.) A student may not change from audit to credit status or from credit to audit status after the registration process has been completed. A grade designation of AU will be recorded on student transcripts for audited courses. The regular schedule of tuition and fees may apply to auditing students. Unauthorized auditing is prohibited.

Course Availability

In its scheduling of courses, the College’s primary responsibility is to those students who remain continuously enrolled in pursuit of their first credential. Persons who wish to enroll in single courses, students who are returning from withdrawals or dismissals, students who do not successfully complete courses, and graduates who wish to return for an additional credential are advised that the courses required may not be immediately and continuously available. Courses will not be offered specifically to meet such exceptional circumstances.

Course Delivery

The College offers courses using two delivery modes. A student may be enrolled and admitted to a class using a residential or fully on-ground learning mode or a blended learning mode where at least fifty percent (50%) of the course is on campus and the remaining fifty percent (50%) is delivered online.
The delivery method of the online learning content supports the educational learning objectives or outcomes for the program objectives and the credential awarded. The outcomes and objectives for the online component mirror the classroom delivered content.

Student’ privacy and identity are protected by an enterprise grade security system which includes firewalls and unique user ID and password assignment. It is a layered security system that prompts for responses by the student before change can occur to their password. At any time a student can only view their assigned course and work. The campus adheres to “The Family Educational Rights and Privacy Act of 1974 (FERPA)” and the full policy can be found in the Student Services and Regulations section of the 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.

*Browser:* Internet Explorer 9 or higher, Safari 3 or higher, or Firefox. Adobe Flash Player 10 plug-in and Oracle Java 7 plug-in or higher.

B. “Mac-based” computer:

*Hardware:* Intel-based Mac, 2GB RAM, Mac OS X 10.6 or higher.

*Software:* Microsoft Office 2008 for Mac or higher (including Word, Excel, PowerPoint), Adobe Acrobat Reader.

*Browser:* Safari 3 or higher, or Firefox. Adobe Flash Player 10 plug-in and Oracle Java 7 plug-in or higher.

C. Tablet:

*Hardware:* Apple iPad Mini or iPad 2 with 16GB of memory or greater, iOS 6 or higher.

**Independent Study**

From time to time it may be necessary to offer a course as an Independent Study. Independent study refers to a student’s attempt of a course in his or her program without the normal requirement of attendance in scheduled class meetings. In making a course available to a student under this alternative, faculty must ensure that the student is accountable for the objectives of the course as these are published in the course syllabus, and that the student’s achievement is evaluated under the same expectations as apply in the normal delivery of the course.

**Intellectual Property Policy**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational university, however, and whether the use of copyrighted material without permission falls with “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law. A violation of the College’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the College.
Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

The College’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the College’s information technology system. The College’s policies prohibit use of the College’s computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

As a creative community of teachers, artists and scholars, the College is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of the College itself, which supports this creative and scholarly work.

This document expresses the College’s policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of the College – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with the College, and this Policy governs in all circumstances, unless the College has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between the College and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair use” as defined by U.S. laws.

I. Definitions (if applicable)

The following terms are used throughout the Policy and are defined as follows:

A. Copyright - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).

B. Commissioned Work - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.

C. Independent Academic Effort or Creative Activity - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.

D. Institutional Employee - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.

E. Intellectual Property - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all
associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.

F. **Patent** - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.

G. **Sponsored Work** - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

H. **Student** - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as "special status students": e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.

I. **Substantial Institutional Resources** - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not “commonly provided”, is considered a use of “Substantial Institutional Resources.” This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of “Substantial Institutional Resources.” Resources not considered “commonly provided” include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

J. **Trademark and Service Mark** - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party’s goods or services from those of others.

K. **Work** - The term “Work” as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.

L. **Work Made for Hire** - A “Work Made for Hire” is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.

Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

Examples of works made for hire include software programs created within the scope of an employee’s duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.
II. Policy Provisions

A. Faculty, Staff and Student Works


Subject to the exceptions noted in this Policy, as a general rule, the College does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

2. Exceptions to the General Rule.

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

(a) The Intellectual Property is developed as a Sponsored Work.
(b) The Intellectual Property is developed as a Commissioned Work.
(c) The Intellectual Property is developed using Substantial Institutional Resources.
(d) The Intellectual Property is developed by the creator within the scope of his or her employment with the College and constitutes a Work Made for Hire.
(e) The Intellectual Property is developed by a creator who is assigned, directed or funded by the College to create the Intellectual Property.
(f) The Intellectual Property is developed under a grant, program or agreement which provides the College with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2 (a) through (f) above, the Intellectual Property shall be owned by the College (or by the College and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by the College under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by the College’s President, and to execute any document deemed necessary by the College to perfect legal rights in the College and enable the College to file applications for registration when desired.

3. Ownership Rights in Specific Types of Works.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

(a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by the College. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to the College.

(b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by the College as Works Made for Hire or otherwise.

(c) If any Intellectual Property to be owned by the College under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.

(d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of the College will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to the College.

(e) Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical or similar authorized leave are owned by the faculty.

(f) Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her
own, or developed in the context of a course, is owned by the Student and the College will not use the
Student’s Work without the Student’s permission to do so.

(g) Students working on a project governed by an existing written agreement to which the College is a
party are bound by all terms of that agreement.

(h) Students hired to carry out specific tasks that contribute to Intellectual Property of the College retain no
rights of ownership in whole or in part to that Intellectual Property or to the Student’s contribution to
that work.

(i) Students who wish to work collaboratively with Institutional Employees on projects which involve the
creation of Works and Intellectual Property are required to sign and deliver an acceptable written
agreement to the College outlining their rights before commencing work on such projects. Either party
has the right to initiate such agreement.

(j) The rights of the College to a perpetual, worldwide license (exclusive or non-exclusive, as the College
deems necessary), to use and reproduce copyrighted materials for educational, research, and
promotional purposes must be included in any agreement with a non- Institution sponsor.

B. Independent Contractor Works.
As a general rule, the College will own Intellectual Property created by an independent contractor if a written
agreement signed by the parties so provides, or the College has specially ordered or commissioned the work and
such work is designated as a Work Made for Hire in a signed written agreement between the parties. If the
College does not own the Intellectual Property created by an independent contractor, it shall have a right or
license to use any Work produced by the independent contractor in the course of performance of the contract, in
accordance with the parties’ agreement.

III. Institution’s Usage Rights
To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to
this Policy, the College shall have a permanent, non-exclusive, worldwide, royalty free right and license to make
educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform
and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or
hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related
accreditation or promotion of the College. Where practicable, the College will use best efforts to cite the creator of the
Work if the College exercises such usage rights.

IV. Institution’s Marks
Intellectual Property comprised of or associated with the College’s Trademarks and Service Marks, including but not
limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the “Marks”) belongs exclusively
to the College and/or its affiliates. This Policy is designed to protect the reputation of the College and its affiliates, and to
prevent the illegal or unapproved use of the College’s Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of the College.
However, faculty, staff, and students may identify their status or professional affiliation with the College as appropriate,
but any use of the College’s Marks in this regard must avoid any confusing, misleading or false impression of affiliation
with, or sponsorship or endorsement by, the College. No products or services may be marked, offered, sold, promoted or
distributed with or under the College’s Marks without the College’s prior written permission and compliance with the
licensing policies of the College. All requests for use of Institution Marks must be submitted in writing to an officer
designated by the President. The designated Institution officer retains information concerning what marks, names, logos,
symbols, insignias, and related words, phrases, and images currently comprise the College’s Marks.

V. Substantial Use of Institution Resources
Although “Substantial Institutional Resources” is defined (see Section II. Terminology), it is acknowledged that such
resources and their use may change over time, with changes in technology, physical infrastructure of the College, modes
of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee or its equivalent to review the
definition of “substantial use” from time to time and implement any changes or clarification to the definitions which the
College deems necessary in order to establish an appropriate standard.
VI. Review Scheme
Questions concerning this Intellectual Property Policy should be addressed to the VP of Academic Affairs.

VII. Reservation of Rights
The College reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. The College agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

VIII. Effective Date
This Policy supersedes any preexisting Intellectual Property policy of the College and will remain in effect until modified or revoked by the College. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with the College changes or terminates.

IX. Governing Law
This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.

Notice of Brown Mackie College Policies to Comply with the Higher Education Opportunity Act of 2008
The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law.

A violation of the institution’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys’ fees. The government also can file criminal charges that can result in fines and imprisonment.

The College’s policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system. The College’s policies prohibit use of the College’s computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

Learning Resources and Services
The College offers a variety of resources and services to support students in completing the academic program of their choice. Library resources include a large core collection of full-text journals, eBooks and subscription software that can be
easily accessed online from a student’s portal at http://my.brownmackie.edu. The campus library also has some physical resources available to supplement the extensive offerings that can be found through online subscription resources.

The College offers a virtual library service called Ask Today. This contemporary service offers students help with learning how to best use online subscription resources to complete course assignments. Ask Today can be reached by phone at 1-885-773-9300 or by email at BMCLibrary@BrownMackie.edu.

The on-ground library location is also staffed to provide services to students. The staff assists students with finding and using resources that best match what the student needs or is looking for.

**Tutoring**

College sponsored tutoring is available at no additional charge. Students interested in tutoring should contact the Academic Affairs Office for further information.

**Graduation and Commencement Ceremony**

**Graduation Requirements**

The College cannot ensure that a student will graduate on his or her anticipated date of graduation. Actions and circumstances beyond the control of either the student or the College may result in obstacles which are beyond the College’s power to resolve. To be eligible to graduate with a credential from Brown Mackie College the candidate for graduation must:

1. Have successfully completed all courses required for the credential sought.
2. Have satisfied the College’s residency requirement.
3. Have earned all credits required by his or her program within the maximum program length (1.5 times the number of credit hours in the program).
4. Have a cumulative grade point average of at least 2.00. NOTE: In the case of nursing students seeking an associate degree credential or higher, the cumulative grade point average is at least a 2.5.

The graduate’s official graduation date is the date that all of the above graduation requirements are met, and as posted in the College’s student information system.

**Commencement Ceremony Eligibility**

A formal commencement ceremony is conducted at least once each year. Participants include all graduates in the time period preceding the ceremony since the prior ceremony. Students may be allowed to participate in the commencement exercises prior to completing all graduation requirements. No certificate representing the degree or diploma is ever issued before all requirements for graduation from the program have been met. Even if eligible to participate in commencement exercises, graduating with honors will not be bestowed upon students until all requirements of graduation have been completed and verified.

**Academic Calendar**

The College’s Academic Calendar is provided in the Bulletin identified as part of this catalog.

**Faculty Listing**

A current listing of the College’s faculty is provided in the Bulletin identified as part of this catalog.
STUDENT AFFAIRS

Advising

Advisors and/or faculty are available to assist students with academic and other issues which may be distracting them from successful pursuit of their courses. The advisor and/or faculty member works closely with staff and administration to assist students in finding solutions to such issues, and can also direct students to appropriate community resources. Counseling and additional resources are available through the Student Assistance Program.

Disability 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.

Career Services

The Career Services Office assists graduates in seeking careers in their fields of education and training. The Career Services staff works with students prior to graduation to determine areas of employment interest and to explore employment options. Students are notified of appropriate opportunities as these occur. Although the College does not guarantee employment to any graduate, the Career Services Office works to provide employment leads and to help graduates seek interviews for appropriate employment. Students seeking part-time employment are also assisted by the Career Services Office.

Career Services assistance is most effective when there is cooperation between the graduating student and the Career Services Office. To this end, it is the student’s responsibility to do the following:

- Understand that the College does not guarantee the employment of any graduate, and that obtaining employment is ultimately the graduate’s responsibility. While the Career Services Office will assist graduates, graduates should independently pursue employment opportunities and not rely solely on the efforts of the office.
- Complete all paperwork required by the Career Services Office and keep the Career Services Office apprised of any changes in personal or employment information.
- Attend workshops and training sessions as these become available. Attendance at these sessions will assist students in preparing résumés, cover letters, and applications, and will provide information concerning interviewing techniques.
- Attend career conferences as requested by the Career Services Office. These meetings enable the staff to better assess the career goals and needs of each student.
- Begin addressing practical concerns immediately. These include such issues as child care, transportation, and wardrobe development.

Professional Appearance

Appearance is an important indication of professionalism. Some educational programs have specific dress requirements. The College reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.
Transcripts

The academic transcript provides a record of every course which the student has attempted and indicates any credential earned at the College. A sealed, dated, and signed copy of this record constitutes an official transcript, which may be ordered for a nominal fee. Official transcripts will not be issued to, or on behalf of, students who have not satisfied their financial obligations to the College. The student’s written authorization submitted to the Campus Registrar is required for the College to release an official transcript.

Guests/Visitors

Students, faculty, and staff members are allowed to bring visitors (including children under the age of 18) to the College provided that the student, faculty or staff member escorts the visitor at all times while on school property. Guests/Visitors are NOT allowed in classrooms, the library, computer labs or other workspaces without direct and prior consent of the respective Campus Academic Affairs office. Children must be with their parent or guardian at all times; employees are not permitted to provide care for children.

All guests must sign in, present a driver’s license or other picture ID and be issued a visitor badge. Visitor badges must be worn and visible while on school property. Upon departure visitors must sign-out and return visitor badge.

Faculty and staff members who expect guest speakers or other visitors must notify the campus front desk in advance so the Receptionist can properly greet and appropriately direct the guests/visitors.

Campus Security

The College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Affairs office during regular business hours. Copies of the Crime Report are available on the College website at:

The College report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

The College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

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.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information the College may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request
was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

The College generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To College officials who have been determined by the school to have legitimate educational interests in the records. A school official is
   (a) a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
   (b) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.
   Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for the College has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.

3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.

4. To organizations conducting certain studies for or on behalf of the school.

5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.

6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

7. To comply with a judicial order or lawfully issued subpoena.

8. To appropriate parties in health or safety emergencies.

9. To officials of another school in which a student seeks or intends to enroll.

10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.

11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
   (a) Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the
outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

12. To a parent regarding the student’s violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and the College will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran’s status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to College officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), the College will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

The College designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at the College to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Registrar, Brown Mackie College - St. Louis, #2 Soccer Park Road, Fenton, MO 63026. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The College may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request, the College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the College. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

4. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.

5. If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.

6. If, as a result of the hearing, the College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph 6 above, the College will:
   (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
   (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

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 (as grades, assignments, attendance, etc.). Also see “Brown Mackie College Grade Challenge Procedure”</td>
<td>Faculty</td>
</tr>
<tr>
<td>Resolution of issues pertaining to the student’s program such as objectives, curriculum, e-texts, licensure examinations, faculty, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues which may impact the student’s education. Also see “Brown Mackie College Undergraduate Satisfactory Academic Progress Policy”</td>
<td>Department Chair, Program Administrator and Academic Affairs Office</td>
</tr>
<tr>
<td>Unresolved issues pertaining to the student’s grades, assignments and attendance.</td>
<td></td>
</tr>
</tbody>
</table>
Resolution of issues involving course scheduling and obtaining transcripts.

Student Records Office

Resolution of issues involving loans, grants, deferments, verification, federal funding, and consequences of withdrawal

Student Financial Services Office

Resolution of issues involving the status of the student’s account and issues of billing (i.e., monthly payments, technology/equipment returns, financial arrangements, fees, etc.)

Student Accounting Office

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.

Missouri Department of Higher Education
205 Jefferson St.
P.O. Box 1469
Jefferson City, MO 65102-1469
Phone: (573)-751-2361
Toll-free: (800) 473-6757
Fax: (573) 751-6635
Email: info@dhe.mo.gov

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
202-336-6780

Section I. Guiding Principles

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the College's mission.

Section II. Scope

This Student Conduct Policy applies to all students and student organizations at the College.

Section III. Reach

The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms, at College-sponsored activities, or student organization sponsored events. At the discretion of the Dean of Academic Affairs, the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Section IV. Responsibilities of Dual Membership

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.
Section V. Disciplinary Offenses

The offenses listed below are given as examples only. The College may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty
   a) Plagiarism
   b) Cheating on assignments or examinations
   c) Engaging in unauthorized collaboration on academic work
   d) Taking, acquiring or using test materials without faculty permission
   e) Submitting false or incomplete records of academic achievement;
   f) Altering, forging or misusing a College academic record;
   g) Fabricating or falsifying data, research procedures, or data analysis;
   h) Deceiving the College and/or its officials.

2. Illegal or Unauthorized Possession or Use of Weapons
   a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.

3. Sexual Assault or Nonconsensual Contact
   a) Any form of unwanted sexual attention or unwanted sexual contact

4. Threatening, Violent or Aggressive Conduct
   a) Assault, battery, or any other form of physical abuse of a student or college employee
   b) Fighting or physical altercation
   c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
   d) Any conduct that threatens the health or safety of another individual one’s own self or another individual.

5. Theft, Property Damage and Vandalism
   a) Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
   b) Extortion
   c) Setting fires, tampering with fire safety and/or firefighting equipment

6. Disruptive or Disorderly Conduct
   Disruptive behavior, such as, interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)
   a) Disruptive Classroom Conduct, such as,
      i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
      ii. Use of cell phones and pagers during scheduled classroom times
   b) Disorderly Conduct, such as,
      i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
      ii. Breach of peace on college property or at any college-sponsored or supervised program
      iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation

7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol
   a) Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the College.
   b) Being under the influence of illegal or controlled substances on college property, or at any college function
   c) Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or
supervised by the College.

d) Being under the influence of alcohol on college property or at any college function is also prohibited

8. Verbal Assault, Defamation and Harassment
   a) Verbal abuse of a student or college employee
   b) Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
   c) Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

9. Hazing
   a) Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

10. Falsification
    a) Willfully providing college officials with false, misleading or incomplete information
    b) Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

11. Abuse of the College disciplinary system, including but not limited to:
    a) Failure to obey the summons of a disciplinary body or college official
    b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
    c) Disruption or interference with the orderly conduct of a disciplinary proceeding
    d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
    e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
    f) Failure to comply with the sanction(s) imposed under the Student Conduct Policy
    g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system

12. Unauthorized Use or Misuse of College Facilities
    a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

13. Violation of Federal or State Laws
    a) Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

14. Insubordination
    a) Persistent or gross acts of willful disobedience or defiance toward college personnel
    b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
    c) Failure to exit during fire drill,
    d) Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties

15. Violations of College Rules
    a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
    b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
    c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
    d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
    e) Any violation of the institutions policies on the responsible use of technology including but not limited to
The theft or abuse of computer, email, Internet or Intranet resources
ii. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
iii. Unauthorized transfer of a file
iv. Unauthorized downloading of copyrighted materials in violation of law
v. Unauthorized use of another individual's identification and/or password
vi. Use of computing facilities to interfere with the work of another student, faculty member, or school official
vii. Use of computing facilities to send obscene or abusive messages
viii. Use of computing facilities to interfere with normal operation of the school's computing system
f) Failure to satisfy school financial obligations

The above list is illustrative only, and the College may sanction other conduct not specifically included on this list.

Section VI. Sanctions

The College may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning**: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. **Probation**: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Dean of Academic Affairs or his/her delegate defines the terms of probation.
3. **Discretionary Sanctions**: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. **Removal from Sponsored Housing**: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. **Suspension**: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. **Expulsion**: The student will be expelled from the College immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
7. **Restitution**: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Section VII. Disciplinary Procedures

Complaint

Any member of the College community may file a complaint against any student for misconduct or for otherwise being in violation of the College policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Dean of Academic Affairs Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Dean of Academic Affairs or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless the College determines that the circumstances do not warrant disclosure of some or all of
the facts.

**Search of Student's Property**

Students have no expectation of privacy in their personal property while on campus. The College reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

**Notification and Determination of Violations That Warrant Disciplinary Meeting**

1. The Dean of Academic Affairs or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Dean of Academic Affairs or his/her delegate and others who may have relevant information. The student should receive advance notice of the allegations and the reason for the meeting. After the meeting,

2. The Dean of Academic Affairs or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student’s right to appeal. If the Dean of Academic Affairs determines that there was no violation, that decision may be documented in writing to the student as well.

   a. If a STUDENT fails to appear for the meeting, the Dean of Academic Affairs or his/her delegate may make a determination of violations of the College policies on the basis of the information available, and impose sanctions for such violations.

**Notification and Determination of Violations That Warrant Disciplinary Hearing**

In some cases, involving serious violations, the Dean of Academic Affairs or delegate, hereby referred to as “Hearing Officer”, in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel

3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.

4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee

5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.

6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.

   a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion

   b. The Disciplinary Panel may ask questions and may seek information not provided to it.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel’s conclusions, any sanctions, and the student’s right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student’s privacy rights.

**Disciplinary Panel**

A Disciplinary Panel may consist of members of the college Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.
Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

1. serious allegations are being investigated
2. serious allegations are pending before a disciplinary panel
3. in advance of a disciplinary panel hearing; or
4. when a student potentially poses a threat of harm to himself, to others, or to property of the College or a member of the College community

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, and library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Dean of Academic Affairs or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Dean of Academic Affairs or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

Section VIII. Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to the College policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision.
- The student must write a letter of appeal in the student’s own words, addressed to the President of the College or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to the College’s policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student’s receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

Anti-Hazing Policy

Hazing involving the College students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.
For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at the College. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Academic Affairs located at #2 Soccer Park Road, Fenton, MO 63026. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

**Firearms Policy**

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Human Resources or a member of management.

It is the responsibility of management and Human Resources to enforce compliance with this policy and to take corrective action when necessary.

**Conditions/Guidelines:**

a. This Policy applies to anyone on the College premises, unless otherwise prohibited by law.

b. Firearms, including concealed weapons, are not permitted on College premises and/or at College events, except that sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to the College or to the College’s vendors and contractors (where approved by the College) may carry weapons.

c. Firearms are not permitted in any vehicle while the vehicle is parked on the College property, whether said property is owned or leased by the College or provided to the College for its use, except where otherwise required by law.

d. Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, the President or a member of management or a member of school staff.

Violation of this policy is considered a serious offense that endangers the safety of anyone on the College premises. Any person violating this policy may be required to leave the College premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.

**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.)

**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.

I. 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.

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, #2 Soccer Park Road, Fenton, MO, 63026, 636-651-3358 has been designated to handle inquiries and coordinate the institution’s compliance efforts regarding the non-discrimination policy.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the College Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so with the Dean of Academic Affairs, #2 Soccer Park Road, Fenton, MO, 63026, 636-651-3358. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. The College will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the College’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals’ privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the President's Office of the College. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
5. The College will not retaliate against persons bringing forward allegations of harassment or discrimination.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Academic Catalog.

7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education.

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.

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.
STUDENT FINANCIAL INFORMATION

Tuition Fees and Refund Policy
Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition and fee charges. The College, therefore, reserves the right to modify tuition and other charges upon sufficient notice to students and appropriate agencies. It is the responsibility of the student to remain apprised of the status of his or her account.

Tuition and Fees
A listing of the College’s tuition and fees is published in the Bulletin identified as part of this catalog.

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 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 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.

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.

Refunds after Matriculation

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.

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

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.
Financial Assistance Programs

The College maintains a full-time staff of financial aid professionals to assist qualified students in obtaining the financial assistance they require to meet their educational expenses. Available resources include federal and state aid, student loans from private lenders, and federal work-study opportunities, both on and off college premises. Federal assistance programs are administered through the U.S. Department of Education, Office of Student Financial Assistance. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current Guide to Federal Student Aid, published by the U.S. Department of Education. This important document may be obtained in the Student Financial Services department and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available.

Federal Pell Grant

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.ed.gov, through high school counselors or the Student Financial Services department. The amount of the award depends upon the determination of the student’s eligibility, as determined by the results of the FAFSA, his/her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance.

Federal Supplemental Education Opportunity Grant

Each year the College makes a limited number of awards to students through the Federal Supplemental Education Opportunity Grant (FSEOG) program. These funds are targeted for students who qualify based upon exceptional financial need, as determined by the FAFSA. The Student Financial Services Advisor then determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum.

Federal Student Loan Program

These loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need, as determined by the results of the FAFSA. The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. The borrower can allow the interest to accumulate, that is, the interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students are encouraged to file their FAFSA online at www.fafsa.ed.gov. They should contact the Student Financial Services department with any questions.

Federal PLUS Loan Program

Federal PLUS loans are for parents with good credit histories who want to borrow to help pay for their children’s education. Loans are made available to the parents of a dependent student by the Federal Government. For additional information, students should contact the College’s Student Financial Services department.

Federal Work-Study Program

The Federal Work-Study Program (FWSP) provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student’s program of study. FWSP employment is arranged with public or private non-profit agencies off college premises, and the work performed must be in the public interest. FWSP employment may also be arranged under certain conditions. Eligibility for participation in the Federal Work-Study Program is determined by the Student Financial Services department, based on the student’s financial need, as determined by the results of the FAFSA, and academic progress. Questions regarding the Federal Work-Study Program should be directed to the Student Financial Services department.

Vocational Rehabilitation Programs

Every state has programs to help people with physical and mental disabilities. Some states offer retraining programs for people who have been out of the job market for a length of time, for example. Eligibility criteria and amounts vary
according to federal, state and private agency regulations. Students must apply directly to and be approved for benefits through the appropriate federal, state, or private agency. For more information, contact your local vocational rehabilitation office, unemployment office, or your state department of human resources. Students should contact the Admissions Office for further information.

**Veterans Education Act**

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact the local Veterans Affairs office in your region, visit www.gibill.va.gov.

**U.S. Departments of Veterans Affairs and Defense Education Benefits**

The College has been approved by the Veterans’ Education and Training Section, State Department of Elementary & Secondary 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 Veterans’ Education and Training Section State Department of Elementary & Secondary Education, 2700 East 18th, Kansas City, MO 64127, 1-877-530-2765, http://dese.mo.gov/adult-learning-rehabilitation-services/veterans-education.

As a Department of Defense Memorandum of Understanding education institution participant and signatory, the College is approved for Tuition Assistance. Eligibility for Tuition Assistance varies by military branch. Military spouses may also be eligible to use Department of Defense educational benefits under the Military Spouse Career Advancement Scholarship (MyCAA) program. Service members or military spouses wishing to use Department of Defense education benefits must obtain approval from their respective military branch or the Department of Defense prior to starting the course.

While benefit and eligibility information is provided by the College, the ultimate approval of a student’s ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Student Financial Services department at the College to learn more about these programs and participation. For additional information, visit https://www.brownmackie.edu/military/education-benefits.

**President’s Scholarship**

Each year, Brown Mackie College makes available scholarships of $5,000 each to qualifying high school seniors. Two (2) scholarships may be awarded per Brown Mackie College location. In order to qualify, a senior must be graduating from high school, must be maintaining a cumulative grade point average of at least 2.0, and must submit a brief essay. The student’s extracurricular activities and community service are also considered. The President’s Scholarship is available only to students enrolling in one of Brown Mackie College’s degree programs. Students awarded the scholarship must start at Brown Mackie College by October immediately following their high school graduation. Applications for these scholarships can be obtained from Brown Mackie College Admissions Office. These applications must be completed and returned to Brown Mackie College by May 1. Those awarded scholarships will be notified by June 1 and must accept the scholarship offer by the date provided. An offer not accepted by that date will rescinded and offered to the next runner up.

**The Education Foundation Scholarship**

The Education Foundation was established in 2000 to offer scholarship support to students interested in continuing their education in one of the postsecondary, career-focused schools in the Education Management Corporation system. The number and amount of the awards can vary depending on the funds available. Scholarship applications may be offered as often as once per Winter, Spring, Summer, and Fall quarters. At the College, applicants must be currently enrolled in an associate’s or bachelor’s degree program and in their fourth quarter or higher (but no further than their second-to-last quarter) at the time of application. Awards are made based on academic performance and potential, as well as financial need. Applications can be obtained from the Student Financial Services department at the College. The applications must be completed and returned 30 days prior to the beginning of the quarter in which The Education Foundation Scholarship is offered. Please see Student Financial Services department for specific deadlines. Those awarded scholarships will be notified by the beginning of the quarter for which the scholarship is being awarded.
**Brown Mackie College Community College Scholarship**

The Brown Mackie College Community College Scholarship was created to support incoming two-year degree graduates who enroll into a bachelor’s degree program. Applicants must have a cumulative grade point average of 2.0 or higher. Recipients will receive a $1,000 recurring tuition scholarship up to $2,000. The first $1,000 will be awarded for the first academic year upon acceptance. The second $1,000 will be awarded for the second academic year upon the successful completion of the first academic year with a cumulative grade point average of 2.0 or higher. The awards will be disbursed equally on a quarterly basis in the form of a tuition credit.

**Brown Mackie College LEU 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 educations. The Brown Mackie College Lifetime Eligibility Used Grant is intended to help fill this gap in funding for these students attending a Brown Mackie College school.

Brown Mackie Colleges recognize that many students have not factored the potential loss of their Pell Grant into their educational plans. In order to assist students who have lost Pell eligibility due to reaching their lifetime limit, the Brown Mackie College Lifetime Eligibility Used Grant was created to fill the funding gap created for these students. The Brown Mackie College Lifetime Eligibility Used Grant will be awarded as part of the packaging process, once it has been determined that the student has no remaining Pell eligibility due to reaching their lifetime limit. The Brown Mackie College Lifetime Eligibility Used 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.

Program participation forms are available in the Student Financial Services office.

**Brown Mackie College SMART Grant**

The Brown Mackie College SMART Grant Program was created to support students who commit to and responsibly manage a monthly student contribution payment plan. This can assist in the effort to lower the amount of debt the student/family has after graduation.

For every three monthly, on-time payments of the actual Tuition Payment Plan packaged amount made while attending school, the student could be eligible to receive a Brown Mackie College SMART Grant. The amount of the Grant would be equal to the lowest of one monthly payment, not to exceed $300 over each three month segment. The Brown Mackie College SMART Grant will be posted to the student account upon verification that payments have successfully been made by the payment due date(s).

Program participation forms are available in the Student Financial Services office.

For detailed and complete information on all financial aid awards, processes, requirements, and deadlines, please refer to the school’s current Financial Aid Guide, the Student Consumer Information page on the school’s website, or contact the Student Financial Services office directly.
PROGRAM INFORMATION

The College reserves the right to add or delete programs of study. Further, the College reserves the right to add or delete courses within published programs of study. Continuing students enrolled in published programs will be notified in advance of adjustments in their programs and will be protected from undue hardship which might otherwise result from such adjustments.

Programs Offered

The Bachelor of Science Degree is awarded in:

- Business Administration
- Health Care Management

The Associate of Applied Science Degree is awarded in:

- Biomedical Equipment Technology
- Business Management
- Criminal Justice
- Health Care Administration
- Information Technology
- Occupational Therapy Assistant
- Veterinary Technology

The College also offers the following certificate programs:

- Biomedical Equipment Technician
- General Business
- Medical Assistant

Externship Requirement

Students should be aware that a criminal background and drug screening check may be required in order for them to complete the externship requirements of the program.

Certification and Licensure

Please note that the College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to the College.

Criminal Background

Individuals who have been found guilty of a crime or pleaded guilty to a crime may not be eligible to take professional licensure or certification examinations. Professional licensure and certification examinations may require students to receive a waiver to allow them to sit for an examination. State and professional association rules vary by location and profession. It is the student’s responsibility to carefully research the license or certification requirements in the state(s) where the student intends to seek licensure or certification. These eligibility requirements, responsibilities, and possible restrictions apply to all of the program certification and licensure information that follows.

Program Specific Information

Medical Assistant (Certificate) (Optional Certification)

Graduates of the Medical Assistant program are eligible to take the Registered Medical Assisting (RMA) certification examination offered by American Medical Technologists (AMT), 10700 W Higgins Road, Suite 150, Rosemont, IL
Graduates of the Medical Assistant program meet the eligibility requirements for the National Healthcareer Association’s (NHA) Certified Clinical Medical Assistant (CCMA), a nationally recognized certification exam and credential. Additional information and application procedures can be found at http://www.nhanow.com/certifications.

**Occupational Therapy Assistant (Associate of Applied Science)**

In order to practice as occupational therapy assistants, graduates must pass the certification examination for the certified occupational therapy assistant. Application for such examination is arranged through the National Board for Certification in Occupational Therapy, Inc. (NBCOT). Graduates may request application materials and the Candidate Handbook from NBCOT or apply online. For further information, graduates should contact NBCOT at:

National Board for Certification in Occupational Therapy, Inc.
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150
Telephone: 301-990-7979
Fax: 301-869-8492
www.nbcot.org

To practice as an occupational therapy assistant in Missouri or Illinois a graduate must be certified by the State. Graduates may apply for a temporary permit to work between graduation and successful completion of certification examination. For information on application procedures for either a temporary permit or permanent state endorsement, graduates should contact:

Missouri State Board of Occupational Therapy
3605 Missouri Blvd
PO Box 1335
Jefferson City, MO 65102
(573)751-0877
Fax: (573)526-3489
ot@pr.mo.gov
http://pr.mo.gov/octherapy.asp

Illinois Department of Financial and Professional Regulation
Attn: Division of Professional Regulation
320 W. Washington Street
P.O. Box 7007
Springfield, Illinois 62791
(217)785-0800
Fax: (217) 782-3414
http://www.idfpr.com/

**Veterinary Technology (Associate of Applied Science)**

In order to work as a “Registered” Veterinary Technician in Missouri, candidates must be a graduate of an accredited program of veterinary technology approved by the Missouri Veterinary Medical Board and have met all the requirements of the Board, including the achievement of a passing score on the Veterinary Technician National Exam (VTNE) and the state-administered jurisprudence examination. Additional information regarding the process and requirements for registration in the state of Missouri can be found at http://pr.mo.gov/veterinarian-application-forms.asp

The American Association of Veterinary State Boards (AAVSB) administers the VTNE three times each year. More information regarding VTNE test dates, eligibility and registration can be found at http://aavsb.org/VTNE.
**Bachelor of Science: BUSINESS ADMINISTRATION**

The bachelor’s degree program in Business Administration is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key business competencies. The program is designed to prepare graduates for careers in a variety of fields within the business arena or add to an existing set of skills.

Upon successful program completion, graduates should be able to:

- Apply principles and theories to workplace applications, employing the vocabulary, generally accepted business principles, current technology, and procedures associated with the profession.
- Evaluate business systems and practices to address the needs of an ever-changing business environment.
- Analyze businesses and business models in a multivariate economy.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Please visit ge.brownmackie.edu/programoffering/2393 for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Business Administration.

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<td>BUS1211</td>
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<td>Management</td>
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<td>BUS4620</td>
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<td>BUS4640</td>
<td>Marketing, Sales and Channel Management</td>
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<td>BUS4650</td>
<td>Retail Marketing</td>
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<td>MTH1770</td>
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<td>College Algebra</td>
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<td>SCI1360</td>
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<td>SCI2100</td>
<td>Elements of Microbiology</td>
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<td>BUS1150</td>
<td>Introduction to Microcomputer Applications</td>
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<td>PSS1000</td>
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<td>SSC1450</td>
<td>Constitution and Society</td>
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**Total quarter credit hours required**: 180
**Bachelor of Science: HEALTH CARE MANAGEMENT**

The bachelor’s degree program Health Care Management is designed to accommodate the needs and interests of students from a variety of backgrounds. Courses are intended to provide a solid foundation for varied entry-level health care careers.

Upon successful program completion, graduates should be able to:

- Apply learning to the functional role of the manager in a health care setting.
- Analyze trends in health care and internal systems to assure they are adequately matched and working together.
- Evaluate the effectiveness of health care administrative systems and procedures for strategic revision and modification.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

Please visit [gebrownmackie.edu/programoffering/2413](http://gebrownmackie.edu/programoffering/2413) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Health Care Management.

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<td>ACC1011</td>
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<td>BUS1100</td>
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<td>BUS1130</td>
<td>Advanced Spreadsheets</td>
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<td>HSC1100</td>
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**Additional Courses**

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</tbody>
</table>
**Associate of Applied Science: BIOMEDICAL EQUIPMENT TECHNOLOGY**

The associate’s degree program in Biomedical Equipment Technology is designed to prepare the student to seek a variety of entry-level positions in the field. Biomedical Equipment Technologists apply basic engineering principles and technical skills necessary to properly maintain diagnostic, treatment and life support equipment in the health and medical fields. Students undergo training in electronics and computer technology, with a special emphasis on medical applications, operations and procedures. This program includes instruction in instrument calibration, design and installation testing; and safety, maintenance, and installation procedures. The general education component of the program prepares students to think critically in preparation for taking on leadership positions in the field.

Upon successful program completion, graduates should be able to:

- Demonstrate familiarity with basic human anatomy, standard medical practices, routine medical procedures, and basic safety procedures.
- Utilize wiring diagrams and schematic drawings to perform repair and maintenance on biomedical equipment and computers.
- Demonstrate the ability to troubleshoot, perform preventative maintenance, calibrate and repair biomedical equipment and computers.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Please visit [ge.brownmackie.edu/programoffering/4132](http://ge.brownmackie.edu/programoffering/4132) for program duration, tuition, fees, and other costs, salary data, alumni success, and other important info on the Associate of Applied Science Degree in Biomedical Equipment Technology.

<table>
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<tr>
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<tr>
<td>ELE1301 Solid State Electronics I</td>
<td></td>
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<td>ELE1302 Solid State Electronics II</td>
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<tr>
<td>ELE2201 Computer Repair: Systems and Software</td>
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<td>ELE2202 Computer Repair: Hardware Applications</td>
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<tr>
<td>ELE2500 Introduction to Biomedical Equipment Technology</td>
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<tr>
<td>ELE2501 Biomedical Equipment and Instrumentation I</td>
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<td>SCI1100 Physics</td>
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**General Education**

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<tr>
<td>HUM2000 Introduction to Literature</td>
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<tr>
<td>SCI1360 Anatomy and Physiology</td>
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<tr>
<td>SCI1850 Environmental Science</td>
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<tr>
<td>SSC1100 Principles of Psychology</td>
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**Additional Courses**

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<td>HCA2500 Medical Ethics</td>
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<tr>
<td>HSC1100 Medical Terminology</td>
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<tr>
<td>PSS1100 Professional Development</td>
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</table>

**Total quarter credit hours required** 90
**Associate of Applied Science: BUSINESS MANAGEMENT**

The associate’s degree program in Business Management is designed to equip graduates with the knowledge and skills necessary to seek entry into the contemporary world of business management. The curriculum reaches this objective through coursework in management principles, technical business procedures, computer operations, and general education. The program is designed to prepare the graduate to seek a variety of entry-level management positions.

Upon successful program completion, graduates should be able to:

- Employ the vocabulary, rules, and procedures associated with the business culture.
- Utilize appropriate technologies to address business needs.
- Apply business principles and theories to workplace problems.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Please visit [ge.brownmackie.edu/programoffering/2418](ge.brownmackie.edu/programoffering/2418) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Associate of Applied Science Degree in Business Management.

<table>
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<td>BUS1100</td>
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<td>COM1200       Effective Public Speaking</td>
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<tr>
<td>HUM2000       Introduction to Literature</td>
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<tr>
<td>MTH1800       College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SCI1850       Environmental Science</td>
<td>4</td>
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<tr>
<td>SCC1100       Principles of Psychology</td>
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</tr>
<tr>
<td>SCC1450       Constitution and Society</td>
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<tr>
<td>SCC2230       Principles of Macroeconomics</td>
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<tr>
<td>PSS1100 Professional Development</td>
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<td>PSS1200 Business Communications</td>
<td>4</td>
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<tr>
<td>PSS1800 Applied Ethics</td>
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</tr>
</tbody>
</table>

**Total quarter credit hours required** 90
**Associate of Applied Science: CRIMINAL JUSTICE**

The associate’s degree program in Criminal Justice is designed to prepare graduates to seek entry-level job opportunities in law enforcement, corrections, investigations, juvenile law, and security. An associate’s degree in Criminal Justice offers students a solid foundation in human service-related fields.*

Upon successful program completion, graduates should be able to:

- Understand the basics of the principle components of the criminal justice and correctional systems.
- Use the tools and systems commonly encountered in the criminal justice environment.
- Demonstrate criminal justice, security, and corrections practices and procedures.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Please visit [ge.brownmackie.edu/programoffering/2419](ge.brownmackie.edu/programoffering/2419) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Associate of Applied Science Degree in Criminal Justice.

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<td>JUS1550</td>
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<tr>
<td>JUS2111</td>
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</tr>
<tr>
<td>JUS2500</td>
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<td>JUS2530</td>
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<td>JUS2700</td>
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<tr>
<td><strong>Total quarter credit hours required</strong></td>
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*This program is not intended for advancement into law school.*
**Associate of Applied Science : HEALTH CARE ADMINISTRATION**

The associate’s degree program in Health Care Administration is designed to prepare the student to understand all the components that are essential to providing management and organizational support in the health care industry. A student will have the opportunity to be exposed to various health care systems and to learn multiple aspects of health care administration while simultaneously being trained in the clinical aspects of providing health care to the general population. A graduate will have the opportunity to seek entry-level administrative positions in hospitals, clinics, health care insurance offices, home health care agencies, public health settings, and any other health care or health care related organization.

Upon successful program completion, graduates should be able to:

- Possess an operational understanding of the health/disease continuum.
- Apply software solutions to health care management problems.
- Demonstrate the ability to manage health care finances and information.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Please visit [ge.brownmackie.edu/programoffering/2420](ge.brownmackie.edu/programoffering/2420) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Associate of Applied Science Degree in Health Care Administration.

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<tr>
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<tr>
<td>BUS1100 Introduction to Business</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BUS1130 Advanced Spreadsheets</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HCA1100 Professionalism and Communication in Health Care Setting</td>
<td>4</td>
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</tr>
<tr>
<td>HCA1110 Introduction to Health Care Services</td>
<td>4</td>
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<td>HCA1700 Managing Health Care Information</td>
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<tr>
<td>HCA1750 Medical Administrative Practices</td>
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<td>HCA1800 Diagnostic Coding</td>
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<tr>
<td>HCA1850 Procedural Coding</td>
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<tr>
<td>HCA1870 Medical Insurance Processes</td>
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<tr>
<td>HCA2500 Medical Ethics</td>
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<td>HCA2900 Health Care Externship</td>
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<tr>
<td>HSC1100 Medical Terminology</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>COM1101 Composition I</td>
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<td>COM1102 Composition II</td>
<td>4</td>
<td></td>
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<tr>
<td>COM1200 Effective Public Speaking</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>HUM2000 Introduction to Literature</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MTH1800 College Algebra</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SCI1850 Environmental Science</td>
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<td></td>
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<tr>
<td>SSC1100 Principles of Psychology</td>
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<tr>
<td>PSS1100 Professional Development</td>
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</tr>
<tr>
<td>PSS1200 Business Communications</td>
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</tr>
</tbody>
</table>

**Total quarter credit hours required** 90
**Associate of Applied Science: INFORMATION TECHNOLOGY**

The associate’s degree program in Information Technology is designed to enable graduates to seek entry-level skills in business IT infrastructure design and development. The IT graduate has the opportunity to seek entry-level positions such as a support specialist, help desk, or software trainer. The program includes general education, business and technical courses in order to produce a well-rounded graduate capable of contributing and advancing successfully in a technology-enabled business environment. *

Upon successful program completion, graduates should be able to:

- Understand the relationship between business and information technology.
- Identify, address and communicate planned technological solutions to business problems.
- Provide support and training for technology implementation and maintenance.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Please visit [ge.brownmackie.edu/programoffering/2421](http://ge.brownmackie.edu/programoffering/2421) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Associate of Applied Science Degree in Information Technology.

### Concentration

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<tr>
<td>BUS1130</td>
<td>Advanced Spreadsheets</td>
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<td>BUS3000</td>
<td>Management Information Systems</td>
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<tr>
<td>CIT1100</td>
<td>Fundamentals of Information Technology</td>
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</tr>
<tr>
<td>CIT1120</td>
<td>Principles of Logic and Problem Solving</td>
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<td>CIT1180</td>
<td>Ergonomics and End User Support</td>
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<tr>
<td>CIT1300</td>
<td>Networking Fundamentals</td>
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<td>CIT1800</td>
<td>Network Security and Firewalls</td>
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<tr>
<td>CIT2100</td>
<td>Fundamentals of Task Analysis and Project Management</td>
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<tr>
<td>CIT2120</td>
<td>Fundamentals of Web-based Systems</td>
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<td>ELE2201</td>
<td>Computer Repair: Systems and Software</td>
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<tr>
<td>ELE2202</td>
<td>Computer Repair: Hardware Applications</td>
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### General Education

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<tbody>
<tr>
<td>COM1101</td>
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<td>COM1102</td>
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<tr>
<td>COM1200</td>
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<td>HUM2000</td>
<td>Introduction to Literature</td>
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<td>College Algebra</td>
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<tr>
<td>SCI1850</td>
<td>Environmental Science</td>
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</tr>
<tr>
<td>SSC1100</td>
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### Additional Courses

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<td>Professional Development</td>
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<tr>
<td>PSS1800</td>
<td>Applied Ethics</td>
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</tbody>
</table>

**Total quarter credit hours required** 90

*The College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to the College.*
**Associate of Applied Science: OCCUPATIONAL THERAPY ASSISTANT**

The Occupational Therapy Assistant associate’s degree program is designed to provide the student with the knowledge, skills, practice, and professionalism necessary to seek entry-level positions as an occupational therapy assistant. The objective of the program is to train the student to administer occupational therapy treatments, under the direction of an occupational therapist, to individuals who have lost functional abilities due to illness, injury, or disease. This program will prepare the graduate to sit for the National Board for Certification in Occupational Therapy (NBCOT) Certification Examination for Occupational Therapy Assistants. The basic sequencing of occupational therapy courses, which combine classroom lecture, laboratory and clinical experiences, is supplemented with general education to enhance the student’s versatility and effectiveness in the occupational therapy profession.*

Upon successful program completion, graduates should be able to:

- Possess working knowledge in the natural sciences and technical methods informing the study of an allied health program.
- Demonstrate an ability to apply appropriate therapeutic accommodations within the scope of an assistant in occupational therapy.
- Employ relevant regulatory, organizational and professional rules and standards associated with the occupational therapy environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Please visit [ge.brownmackie.edu/programoffering/2754](ge.brownmackie.edu/programoffering/2754) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Associate of Applied Science Degree in Occupational Therapy Assistant.

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<td>Therapeutic Media</td>
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<td>ALH1481</td>
<td>Functional Anatomy I</td>
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<td>Functional Anatomy II</td>
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<td>Level I Fieldwork</td>
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<tr>
<td>ALH2480</td>
<td>Intervention in Mental Health</td>
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<td>ALH2482</td>
<td>Intervention in Pediatrics and Adolescents</td>
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<tr>
<td>ALH2484</td>
<td>Intervention in Physical Rehabilitation</td>
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<td>ALH2486</td>
<td>Intervention in Neurological Rehabilitation</td>
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<tr>
<td>ALH2488</td>
<td>Intervention in Geriatrics</td>
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<tr>
<td>ALH2490</td>
<td>Management, Scholarship, and Professional Responsibilities</td>
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<tr>
<td>ALH2940A</td>
<td>Level II Fieldwork</td>
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<td>ALH2940B</td>
<td>Level II Fieldwork</td>
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<tr>
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<td>Composition II</td>
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<td>COM1200</td>
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<td>Introduction to Literature</td>
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<td>College Algebra</td>
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<td>SSC1100</td>
<td>Principles of Psychology</td>
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<td>Medical Terminology</td>
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<td>PSS1100</td>
<td>Professional Development</td>
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<tr>
<td>SCI1360</td>
<td>Anatomy and Physiology</td>
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</table>

| Total quarter credit hours required | 96 |

*The College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to the College.*
**Associate of Applied Science: VETERINARY TECHNOLOGY**

The associate’s degree program in Veterinary Technology is designed to provide students the knowledge and skills needed to seek entry-level employment as a veterinary technician within private veterinary clinics, animal hospitals, and veterinary testing laboratories. Veterinary technicians may perform a variety of tasks, including observing the behavior and condition of animals, performing laboratory tests, communicating an animal’s condition or prescription instructions to owners, maintaining patient records, and advanced duties under the supervision of a licensed veterinarian. While veterinary technicians often care for domestic animals, such as cats and dogs, they may also care for a variety of animals, including equine, mice, rats, sheep, pigs, cattle, and birds. The curriculum includes a combination of didactic instruction and clinical experience. Upon completion, students will have the opportunity to sit for the American Association of Veterinary State Boards (AAVSB) Veterinary Technician National Exam (VTNE)*.

Upon successful program completion, graduates should be able to:

- Assess the patient’s clinical symptoms by observing behavior and condition; monitoring clinical symptoms; and collecting and recording case history information.
- Observe the behavior and condition of animals and monitor their clinical symptoms.
- Administer anesthetics to animals, under the direction of a veterinarian, and monitor animals’ responses to anesthetics so that dosages can be adjusted.
- Collect, prepare, and label samples for laboratory testing, culture, or microscopic examination and perform laboratory tests on blood, urine, or feces, such as urinalyses or blood counts, to assist in the diagnosis and treatment of animal health problems.
- Collect and administer medications, vaccines, sera, or treatments, as prescribed by veterinarians, as well as fill prescriptions and maintain controlled drug inventory and related log books.
- Take and develop diagnostic radiographs, using x-ray equipment.

Please visit [ge.brownmackie.edu/programoffering/2753](http://ge.brownmackie.edu/programoffering/2753) for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Associate of Applied Science Degree in Veterinary Technology.

<table>
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<tr>
<th>Concentration</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>ANH1100</td>
<td>Introduction to Veterinary Technology</td>
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<tr>
<td>ANH1101</td>
<td>Veterinary Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ANH1102</td>
<td>Veterinary Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ANH1120</td>
<td>Small Animal Medicine I</td>
<td>4</td>
</tr>
<tr>
<td>ANH1201</td>
<td>Veterinary Lab Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>ANH1202</td>
<td>Veterinary Lab Procedures II</td>
<td>4</td>
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<tr>
<td>ANH1400</td>
<td>Pharmacology</td>
<td>4</td>
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<tr>
<td>ANH2120</td>
<td>Small Animal Medicine II</td>
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<tr>
<td>ANH2140</td>
<td>Large Animal Medicine</td>
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<tr>
<td>ANH2200</td>
<td>Laboratory and Exotic Animals</td>
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<td>ANH2240</td>
<td>Veterinary Imaging</td>
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<td>ANH2400</td>
<td>Anesthesia and Surgical Assistance</td>
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<td>ANH2900A</td>
<td>Veterinary Technology Externship A</td>
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<td>ANH2900B</td>
<td>Veterinary Technology Externship B</td>
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<td>ANH2900C</td>
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<tr>
<th>General Education</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>COM1101</td>
<td>Composition I</td>
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<tr>
<td>COM1102</td>
<td>Composition II</td>
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<tr>
<td>COM1200</td>
<td>Effective Public Speaking</td>
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<tr>
<td>HUM2000</td>
<td>Introduction to Literature</td>
<td>4</td>
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<tr>
<td>MTH1800</td>
<td>College Algebra</td>
<td>4</td>
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<tr>
<td>SSC1100</td>
<td>Principles of Psychology</td>
<td>4</td>
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<tr>
<th>Additional Courses</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>HSC1110</td>
<td>Veterinary Medical Terminology</td>
<td>4</td>
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<tr>
<td>PSS1100</td>
<td>Professional Development</td>
<td>4</td>
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<tr>
<td>PSS1800</td>
<td>Applied Ethics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total quarter credit hours required** 96

*The College does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to the College.
Certificate: BIOMEDICAL EQUIPMENT TECHNICIAN

The certificater program in Biomedical Equipment Technician is designed to prepare the student for a variety of positions in an industry that provides and maintains diagnostic, treatment and life support equipment in the health and medical fields. The program provides training in electronics and computer technology, with a special emphasis on medical applications, operations and procedures.

Upon successful program completion, graduates should be able to:

- Describe basic human anatomy, and demonstrate standard medical practices, routine medical procedures, and basic safety protocols.
- Apply knowledge of electronics and computer technology to the routine repair and maintenance on biomedical equipment and computers utilizing wiring diagrams and schematic drawings.
- Troubleshoot, repair, and calibrate biomedical equipment and computers.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the health and medical industry.

Please visit ge.brownmackie.edu/programoffering/4132 for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Certificate in Biomedical Equipment Technician.

<table>
<thead>
<tr>
<th>Course Requirements</th>
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<tbody>
<tr>
<td>ELE1101 Fundamentals of Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>ELE1102 Fundamentals of Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>ELE1301 Solid State Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>ELE1302 Solid State Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>ELE2201 Computer Repair: Systems and Software</td>
<td>4</td>
</tr>
<tr>
<td>ELE2202 Computer Repair: Hardware Applications</td>
<td>4</td>
</tr>
<tr>
<td>ELE2500 Introduction to Biomedical Equipment Technology</td>
<td>4</td>
</tr>
<tr>
<td>ELE2501 Biomedical Equipment and Instrumentation I</td>
<td>4</td>
</tr>
<tr>
<td>ELE2502 Biomedical Equipment and Instrumentation II</td>
<td>4</td>
</tr>
<tr>
<td>ELE2950 Biomedical Equipment Technology Externship</td>
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<tr>
<td>MTH1800 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSS1100 Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>SCI1100 Physics</td>
<td>4</td>
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</table>

Total quarter credit hours required 50
Certificate: GENERAL BUSINESS

The certificate program in General Business is designed to prepare graduates with the skills necessary for entry into the contemporary world of business. Students encounter the business practices and principles, technical business procedures, and appropriate microcomputer applications necessary for effective business operations. Graduates have the opportunity to seek entry level roles in a variety of business positions.

Graduates of the program will be able to:

- Identify and apply the appropriate vocabulary, principles, and procedures associated with contemporary business environments.
- Demonstrate the ability to apply the appropriate business technologies necessary to effectively operate in a variety of business environments.
- Integrate technologies and business information to ensure effective business operations and construct effective business solutions to improve daily operations.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Please visit ge.brownmackie.edu/programoffering/2446 for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info on the Certificate in General Business.

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>ACC1011 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC1012 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC2010 Payroll Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS1100 Introduction to Business</td>
<td>4</td>
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<tr>
<td>BUS1120 Business Law I</td>
<td>4</td>
</tr>
<tr>
<td>BUS1130 Advanced Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>BUS1300 Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS1400 Human Resources</td>
<td>4</td>
</tr>
<tr>
<td>BUS2600 Marketing and Advertising</td>
<td>4</td>
</tr>
<tr>
<td>BUS2900 Business Externship</td>
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<tr>
<td>PSS1100 Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>PSS1200 Business Communications</td>
<td>4</td>
</tr>
<tr>
<td>PSS1800 Applied Ethics</td>
<td>4</td>
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<tr>
<td><strong>Total quarter credit hours required</strong></td>
<td><strong>50</strong></td>
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</table>
Certificate: MEDICAL ASSISTANT

The certificate program in Medical Assistant is designed to prepare students to seek entry-level work with, and under the direction of, physicians in a medical office or in other medical settings. To achieve this goal, the medical assistant curriculum provides study in clinical and laboratory procedures, anatomy and physiology, medical terminology, and medical office administration.

Upon successful program completion, graduates should be able to:

- Define, discuss, and apply principles from the natural sciences as they inform studies in allied health.
- Employ appropriate laboratory theory and clinical skills and procedures according to various situations and scenarios common to the medical office environment.
- Demonstrate entry-level competencies for the Medical Assistant as outlined by nationally recognized medical assistant organizations.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

Please visit ge.brownmackie.edu/programoffering/2448 for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info on the Certificate in Medical Assistant.

<table>
<thead>
<tr>
<th>Course Requirements</th>
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<tbody>
<tr>
<td>ALH1601 Pharmacy I</td>
<td>4</td>
</tr>
<tr>
<td>ALH1610 Dosage Calculation</td>
<td>4</td>
</tr>
<tr>
<td>ALH2935 Medical Assisting Externship</td>
<td>4</td>
</tr>
<tr>
<td>HCA1100 Professionalism and Communication in Health Care Setting</td>
<td>4</td>
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<tr>
<td>HCA1750 Medical Administrative Practices</td>
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<tr>
<td>HCA2500 Medical Ethics</td>
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</tr>
<tr>
<td>HSC1100 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>HSC1851 Clinical Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>HSC1852 Clinical Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>HSC2830 Phlebotomy and Hematology Procedures</td>
<td>4</td>
</tr>
<tr>
<td>HSC2840 Urinalysis and Microbiology Procedures</td>
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</tr>
<tr>
<td>PSS1100 Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>SCI1351 Anatomy and Physiology I</td>
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<td>SCI1352 Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>SSC1100 Principles of Psychology</td>
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</table>

Total quarter credit hours required: 60
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.

Each course number is preceded by a three-letter prefix indicating the academic area or discipline to which the course belongs. Courses with 1000- or 2000-level course numbers are considered lower division and are generally taken in the first two years of academic study.

**ACC1011  Principles of Accounting I (4 quarter credit hours)**
Basic accounting concepts, procedures, and principles are presented. Topics include journalizing and posting entries; preparing adjustments, a worksheet, and financial statement; completing the closing process using subsidiary ledgers and special journals, journals; and a study of accounting systems.

*Prerequisites:* None

**ACC1012  Principles of Accounting II (4 quarter credit hours)**
A continuation of Principles of Accounting I. Topics include accounting procedures for business, accounting for cash, receivables, temporary investments, inventories, plant assets, intangible assets, and accounting procedures for partnerships and corporations.

*Prerequisites:* ACC1011

**ACC2010  Payroll Management (4 quarter credit hours)**
Course covers basic concepts and procedures of payroll management. Topics include the procedures for maintaining payroll records and the preparation of the required federal, state, and local payroll tax reports.

*Prerequisites:* ACC1011

**ALH1400  Introduction to Occupational Therapy (4 quarter credit hours)**
This course provides the student with an introduction to the profession of occupational therapy and the role of the occupational therapy assistant. Topics include the history, development, philosophy, scope of practice, and standards of practice of the profession. Occupational therapy within the health care system is explored with emphasis to trends and current practice settings. Principles of ethics, role delineation, and professionalism are discussed. The Practice Framework: Domain & Process, research, clinical reasoning skills, and documentation are introduced.

*Prerequisites:* Completion of all general education courses.

**ALH1460  Therapeutic Media (4 quarter credit hours)**
This course examines the therapeutic use of purposeful and meaningful occupations in the occupational therapy process. Students will have the opportunity to explore their own occupational history. Human occupation and its application to intervention choice will be addressed based on occupational therapy systems models and frames of reference. Practical applications in determining treatment activities based on these theories for clients through therapeutic groups and individual interventions will be applied. Activity analysis will be studied assisting with the development of therapeutic media. Teamwork and group leadership, media selection throughout the lifespan, and establishment of therapeutic relationships are introduced. Students will learn how to design, select, and complete goal-directed activities for diverse client populations within a group or individual session.

*Prerequisites:* ALH1400

**ALH1481  Functional Anatomy I (4 quarter credit hours)**
Functional Anatomy I is designed to study the biomechanics of human motion. The students develop knowledge and understanding of the musculoskeletal system including the skeletal, articular, muscular and nervous systems. Muscle physiology and neurophysiology are presented early in the course in preparation for the laboratory experience. Structure is stressed in the laboratory portion of this course as students apply lecture information by identifying bony structures and muscle location ultimately applying to functional activities.

*Prerequisites:* ALH1460

**ALH1482  Functional Anatomy II (4 quarter credit hours)**
The second of the Functional Anatomy classes is designed to provide the student with the foundation necessary for developing specific skills such as manual muscle strength, range of motion, and other to use with individual clients in order to determine current functional levels and develop functional goals. Implications of impaired muscle tone and sensory deficits will be explored. This course examines the study of kinetics and kinematics with an emphasis on the assessment procedures that an occupational therapy assistant must carry out to monitor a patient’s progress. Each area of the body is examined to determine relevant functional activities. The lab portion of this course will provide direct clinical application of functional activity into exercise progression.

*Prerequisites:* ALH1481

**ALH1601  Pharmacy I (4 quarter credit hours)**
This course will provide the fundamentals of pharmacology including drug classification, brand, and generic drug nomenclature, common drug therapy associated with various disease states, drug indications, side effects, and parameters for safe drug usage. Also topics will include but are not limited to medication dosage forms, routes of administration, abbreviations, interpreting medication orders and drug information resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

*Prerequisites:* None
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

ALH2480  Intervention in Mental Health (3 quarter credit hours)
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of psychosocial 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. The course covers the affective and personality disorders, as seen by the occupational therapy practitioner. Students are expected to identify and describe the course and progression of psychiatric conditions throughout the lifespan. Laboratory assignments require the student to demonstrate concepts and techniques used in interventions. Students will demonstrate role appropriate collaboration with the occupational therapist in providing services from assessment to discharge.
Prerequisites: ALH1482

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, ALH2480

ALH2484  Intervention in Physical Rehabilitation (4 quarter credit hours)
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of conditions commonly treated in physical rehabilitation 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. The course is designed to provide the clinical knowledge of skills required to provide intervention to a variety of physical dysfunctions for diseases and disorders of the physical body systems. The principles of promoting health and independence throughout the lifespan by way of adaptation and emphasize the basic skills in the management of the physical needs of the individual are also included. Students will determine adaptations in the areas of basic activities of daily living, instrumental activities of daily living, adaptive equipment, and splinting for hand injuries, in collaboration with the occupational therapist. Fine and gross motor assessment procedures will be discussed. Students are also required to provide documentation for the provision of service under simulated conditions. The lab sessions provide the student with an opportunity to practice increasingly complex treatment strategies in simulated conditions.
Prerequisites: ALH2482

ALH2486  Intervention in Neurological Rehabilitation (4 quarter credit hours)
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of neurological 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. The course provides the student with a greater depth of understanding of the disabilities that affect the older adult and geriatric population, with emphasis upon assessment, treatment and remediation of those disabilities and the effects of aging. The role of the occupational therapy assistant in treatment with focus on the techniques used to modify daily functional activities through environmental assessment and modification, transfer training and the use of assistive technology are included.
Prerequisites: ALH2484, ALH2486

ALH2488  Intervention in Geriatrics (4 quarter credit hours)
This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of common geriatric 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. This course provides the student with a greater depth of understanding of the disabilities that affect the older adult and geriatric population, with emphasis upon assessment, treatment and remediation of those disabilities and the effects of aging. The role of the occupational therapy assistant in treatment with focus on the techniques used to modify daily functional activities through environmental assessments and modification, transfer training and the use of assistive technology are included.
Prerequisites: ALH2484, ALH2486

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: ALH2488
ALH2935  Medical Assisting Externship (4 quarter credit hours)
Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 160 hours.  
Prerequisites: Completion of all course requirements or departmental approval

ALH2940A  Level II Fieldwork (5 quarter credit hours)
This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. ALH 2940A and ALH 2940B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end ALH 2940A with a mid-term grade of IP or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to ALH 2940B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations.  
Prerequisites: Completion of all program coursework except Level II Fieldwork

ALH2940B  Level II Fieldwork (5 quarter credit hours)
ALH2940B is a continuation of ALH2940A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end ALH2940B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of ALH 2940B, as defined by the FPE, the student will be required to repeat both ALH2940A and ALH2940B.  
Prerequisites: ALH2940A

ALH2941A  Level II Fieldwork (5 quarter credit hours)
This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. ALH2941A and ALH2941B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end ALH2941A with a mid-term grade of IP or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to ALH2941B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations.  
Prerequisites: ALH2940A and ALH2940B

ALH2941B  Level II Fieldwork (5 quarter credit hours)
ALH2941B is a continuation of ALH2941A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end ALH2941B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of ALH2941B, as defined by the FPE, the student will be required to repeat both ALH2941A and ALH2941B.  
Prerequisites: ALH2941A

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

ANH1101  Veterinary Anatomy and Physiology I (4 quarter credit hours)
This course provides students a fundamental comparative overview of the anatomy and physiology of domestic animals, including canine, feline, bovine, equine, and ruminant species. The unique anatomy and physiology of avian, amphibian, and reptile species will also be discussed. Instruction will focus on the introduction to anatomy and physiology, chemical basis for life, nutrients, cell biology, tissues, integument and related structures, the skeletal system, the muscular system, blood, lymph and immunity. Students will demonstrate an understanding of course concepts through applied lab activities that may include the dissection and study of animal cadavers and tissue specimens.  
Prerequisites: HSC1110

ANH1102  Veterinary Anatomy and Physiology II (4 quarter credit hours)
This course is a continuation of ANH1101 and provides students a fundamental comparative overview of the anatomy and physiology of domestic animals, including canine, feline, bovine, equine, and ruminant species. The unique anatomy and physiology of avian, amphibian, and reptile species will also be discussed. Instruction will focus on the cardiovascular system, respiratory system, digestive
system, nervous system, sense organs, endocrine system, urinary system, reproductive system, pregnancy/development/lactation, and avian/amphibian/reptilian anatomy and physiology. Students will demonstrate an understanding of course concepts through applied lab activities that may include the dissection and study of animal cadavers and tissue specimens.

Prerequisites: ANH1101

**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

**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

**ANH1202 Veterinary Lab Procedures II (4 quarter credit hours)**
This course is designed to provide the knowledge and skills necessary to perform parasitic and microbiological laboratory procedures on small and large animals. Instruction includes an overview of the identification, life cycle, symptoms, diagnostic methods, treatment and control of internal and external parasites. An introduction to the characteristics, classification, pathology and culturing of bacteria and fungi is also provided.
Prerequisites: ANH1201

**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

**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 handling 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, ANH1400

**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; AHN2240

**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

**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

**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
ANH2900A Veterinary Technology Externship A (4 quarter credit hours)
The externship courses consist of three terms of practical experience that will provide students the opportunity to apply skills and techniques learned within the classroom to the veterinary clinic or lab environment. The externships will focus on animal care and nursing, dentistry, laboratory procedures, diagnostic imaging, surgical preparation and assisting, anesthesia and analgesia. Each externship course requires the completion of 120 practicum hours.
Prerequisites: Completion of all prior course requirements or departmental approval

ANH2900B Veterinary Technology Externship B (4 quarter credit hours)
The externship courses consist of three terms of practical experience that will provide students the opportunity to apply skills and techniques learned within the classroom to the veterinary clinic or lab environment. The externships will focus on animal care and nursing, dentistry, laboratory procedure, diagnostic imaging, surgical preparation and assisting, anesthesia and analgesia. Each externship course requires the completion of 120 practicum hours.
Prerequisites: ANH2900A

ANH2900C Veterinary Technology Externship C (4 quarter credit hours)
The externship courses consist of three terms of practical experience that will provide students the opportunity to apply skills and techniques learned within the classroom to the veterinary clinic or lab environment. The externships will focus on animal care and nursing, dentistry, laboratory procedure, diagnostic imaging, surgical preparation and assisting, anesthesia and analgesia. Each externship course requires the completion of 120 practicum hours.
Prerequisites: ANH2900B

BUS1100 Introduction to Business (4 quarter credit hours)
This course gives the student an overview of all phases of business: ownership, marketing, personnel, finance, managerial controls, and the relationship of business with the social and economic environment in which the business operates.
Prerequisites: None

BUS1120 Business Law I (4 quarter credit hours)
An introduction to contracts, termination and breach of contracts, and the application of legal principles to such areas as corporations, agencies, partnerships, and bailments.
Prerequisites: None

BUS1130 Advanced Spreadsheets (4 quarter credit hours)
Students will explore a variety of topics such as using formulas, macros, filters, queries and other data analysis techniques. Students will use spreadsheets to automate some business processes.
Prerequisites: None

BUS1150 Introduction to Microcomputer Applications (4 quarter credit hours)
A practical introduction to the personal computer, its history and its current relevance in the business world. The student becomes familiar with an operating system, word processing, presentation software, and receives an introduction to the Internet. Hands-on experience is emphasized. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.
Prerequisites: None

BUS1211 Spreadsheets I (4 quarter credit hours)
This course provides an introduction to an electronic spreadsheet application. Sheet layout, arithmetic functions, report generation, formulas, formatting commands, and graphic representation of data are covered. Hands-on experience on the personal computer is an essential part of the training.
Prerequisites: BUS1150

BUS1300 Small Business Management (4 quarter credit hours)
An introduction to the intricacies of decision-making in organizing and developing a small business. Discussion focuses on the various responsibilities a small business must meet and the challenges generated by the marketplace.
Prerequisites: None

BUS1311 Word Processing I (4 quarter credit hours)
An introduction to current word processing application software. Students learn basic skills needed to produce business documents. Prior keyboarding experience is valuable but not essential.
Prerequisites: None

BUS1400 Human Resources (4 quarter credit hours)
A study of the planning, recruiting, selecting, hiring, training, appraising and compensating of human resources. Case studies are employed in order for students to gain practical experience.
Prerequisites: None

BUS1700 Professional Presentation Techniques (4 quarter credit hours)
This course introduces the student to presentation software that can be used to create slide presentations and handouts. The student will learn how to create professional presentations using rich media and effectively deliver presentations in a group setting.
Prerequisites: BUS1150
BUS2120 Business Law II (4 quarter credit hours)
This course covers the law of basic business associations, including agencies, partnerships, and corporations. This course will include a discussion of franchise and relevant real property concepts, and a study of negotiable instruments using the Uniform Commercial Code.
Prerequisites: BUS1120 or BUS1121

BUS2250 Principles of Finance (4 quarter credit hours)
An examination of the analytical tools necessary for investigating corporate financial structure as well as evaluating and ranking various types of investments. Capital budgeting, return on investment, required rate of return, present value, and other investment techniques are studied.
Prerequisites: ACC1011

BUS2600 Marketing and Advertising (4 quarter credit hours)
An introduction to the principles of marketing, advertising, and sales promotion, with an emphasis on target marketing and ethics.
Prerequisites: None

BUS2900 Business Externship (2 quarter credit hours)
Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.
Prerequisites: Completion of all course requirements or departmental approval

BUS3000 Management Information Systems (4 quarter credit hours)
This course provides an introduction to business applications of information systems and emphasizes how business objectives shape the application of new information systems and technologies and demonstrates the relevance of information systems.
Prerequisites: BUS1100 or BUS1101

BUS3240 Corporate Finance (4 quarter credit hours)
An introductory course in the financial management of non-financial corporations, this course focuses on the role of interest rates and capital markets in the economy. A variety of topics are addressed, including the structure and analysis of financial statements, time value of money circulations, and the valuation of income-producing physical assets.
Prerequisites: ACC1012 or BUS2250

BUS3260 Money and Banking (4 quarter credit hours)
This course is the study of the banking system in the American economy: monetary and fiscal policies and the impact of money and fund flows upon business decisions and economic activity.
Prerequisites: BUS2250

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, BUS1210 or 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

BUS4000 Business Administration Externship (4 quarter credit hours)
The Business Administration externship provides students with a real-world environment within which to apply their learning. While participating in a supervised and assessed practicum, students will be required to complete a reflective essay examining their learning of competencies needed for graduation. The externship’s goal is to assist the Business Administration students in their transition from the classroom to the business environment and culture.
Prerequisites: Completion of all other course requirements or departmental approval

BUS4360 Operations Management (4 quarter credit hours)
This course focuses on the production and operations component of business. Topics include forecasting of demand, capacity and location planning, inventory management, scheduling of jobs and projects, and quality assurance and control.
Prerequisites: BUS3300

BUS4370 Global Business Management (4 quarter credit hours)
Students study characteristics of international management and the bases for business among countries. Different perspectives on organizational behavior, human resource management, management styles and the practical aspects of international management are discussed. Business in the international environment is interpreted from a strategic management and marketing perspective that yields practical guidance concerning the management of firms and social responsibility.
Prerequisites: BUS3300

BUS4620 Consumer Behavior and Market Research (4 quarter credit hours)
Examines the psychological and sociological factors that influence consumption and decision-making. Studies the practical implications of consumer attitudes and behavior for such marketing activities as merchandising, market research, distribution, product development, pricing, branding, and e-commerce. Students are also exposed to applications of traditional and electronic media procedures and theories involved in solving marketing problems related to customer and competitive intelligence and marketing information systems.
Prerequisites: BUS2600, MTH1800, SSC1100

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BUS4640  **Marketing, Sales and Channel Management** *(4 quarter credit hours)*
Develops an understanding of the marketing, sales, and channel management functions in organizations. An awareness of the interrelated nature of these functions is developed. Students are given an opportunity to examine the nature of this interdependency through online discussion, simulations, case studies, and experiments. Through these activities, student will explore the strategic and operational aspects of the marketing, sales, and channel functions. Students will also explore methods of maintaining relationships between firms and their channel partners including, strategic channel design, channel evaluation, and the management of marketing, sales, and channels for competitive advantage.
Prerequisites: BUS2600

BUS4650  **Retail Marketing** *(4 quarter credit hours)*
This course is designed to present and integrate basic principles in decision areas such as location, layout, organization, personnel, merchandise control, pricing, sales promotion, traditional and e-commerce marketing strategies and channel development considerations. Students will also have the opportunity to learn strategic management and the marketing perspective of retail merchandising.
Prerequisites: BUS2600

CIT1100  **Fundamentals of Information Technology** *(4 quarter credit hours)*
The student will explore Information Technology covering pervasive IT themes, the history of IT, organizational issues and the relationship of IT to other disciplines with an emphasis on business.
Prerequisites: None

CIT1120  **Principles of Logic and Problem Solving** *(4 quarter credit hours)*
This course is an introduction to the basics of logical problem solving using a computer programming language. This course introduces data structures, programming structures, object-orientation, algorithms and event-driven programming as solutions to common business problems.
Prerequisites: None

CIT1180  **Ergonomics and End User Support** *(4 quarter credit hours)*
The student is introduced to the theory of human-computer interaction with an emphasis on end-user support. Topics include ergonomics, human behavioral factors, and computer-user training.
Prerequisites: ELE2201, ELE2202

CIT1300  **Networking Fundamentals** *(4 quarter credit hours)*
The student acquires a working knowledge of general computer networking. Topics include network topologies, packet switching, hubs, routers and routing, switches and network protocols.
Prerequisites: None

CIT1800  **Network Security and Firewalls** *(4 quarter credit hours)*
This course focuses on identifying security risks and security planning with emphasis on designing Windows security solutions. The course also covers securing network resources, services, communications, remote access users, and designing a secure access to the Internet.
Prerequisites: None

CIT2100  **Fundamentals of Task Analysis and Project Management** *(4 quarter credit hours)*
This course is an overview of project management and team-oriented concepts; including task organization, allocation of time, scheduling, organizational process analysis and management, and the utilization of project management software.
Prerequisites: BUS1100, CIT1180

CIT2120  **Fundamentals of Web-based Systems** *(4 quarter credit hours)*
This course is an introduction to Internet technologies and systems, searching the Internet, communications, Internet security, creating a Web site (including an introduction to HTML), e-business, and site administration.
Prerequisites: None

CIT2900  **Information Technology Externship** *(2 quarter credit hours)*
Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.
Prerequisites: Completion of all course requirements or departmental approval

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

COM1102  **Composition II** *(4 quarter credit hours)*
Composition II has been designed to develop the students' proficiencies in both academic and professional writing. It promotes an awareness of the need to provide responsible support of ideas and conclusions. Students will employ logical reasoning (both inductive and deductive), analyze using critical reasoning, and accept the burden of proof in composing arguments.
Prerequisites: COM1101

COM1200  **Effective Public Speaking** *(4 quarter credit hours)*
An introduction to the principles and practices of topic selection, research, audience analysis, organization, style, and delivery of oral presentations. A variety of informative, persuasive, and group presentations are required.
Prerequisites: None
ELE1101  Fundamentals of Electronics I (4 quarter credit hours)
This course is designed to give the student an introduction to basic electronic theory and concepts, including atomic theory and magnetism, resistors and resistance, multimeters and their use, voltage, current, and power relationships, AC and DC circuits, and circuit analysis using Ohm’s and Watt’s laws.
Prerequisites: None

ELE1102  Fundamentals of Electronics II (4 quarter credit hours)
During this course the student obtains an understanding of alternating current theory, aspects of resistors, capacitors, and inductors.
Prerequisites: ELE1101

ELE1301  Solid State Electronics I (4 quarter credit hours)
A study of atomic structure, with an introduction to the functions of diodes, bipolar junction transistors, and power supplies.
Prerequisites: ELE1101

ELE1302  Solid State Electronics II (4 quarter credit hours)
A study of the functions of field effect transistors, thyristors, operational amplifiers, oscillators and filters.
Prerequisites: ELE1301

ELE2201  Computer Repair: Systems and Software (4 quarter credit hours)
This course develops an understanding of operating systems, system requirements, installation, configuration, basic networking, communications, and troubleshooting.
Prerequisites: None

ELE2202  Computer Repair: Hardware Applications (4 quarter credit hours)
This course examines basic computer hardware, including power supplies, form factors, CPU's and computer memory. Students will become competent in the use of the command line interface, storage devices, printers, system resources, monitors, video cards, and safety procedures.
Prerequisites: None

ELE2500  Introduction to Biomedical Equipment Technology (4 quarter credit hours)
This course provides an introduction to the clinical environment of health-related facilities which includes hospitals, extended care facilities and medical offices. Topics include an overview of the structure of various health-care environments, roles and responsibilities of staff; national, state, and local safety standards, electrical safety, gas safety; reporting and compliance, conducting safety inspections, mastering aseptic techniques, and the identification and purpose of basic biomedical equipment.
Prerequisites: SCI1100

ELE2501  Biomedical Equipment and Instrumentation I (4 quarter credit hours)
This course will provide an overview of the principles of instruments used in medicine for diagnosis, treatment and life support. It includes a focus on acquiring and monitoring biological signals, processing signal data, the management of electronic information in medical applications, and the calibration of instruments.
Prerequisites: ELE2500, SCI1100

ELE2502  Biomedical Equipment and Instrumentation II (4 quarter credit hours)
This course provides advanced study of the instrumentation used in medicine for diagnosis, treatment and life support. It includes advanced operation, repair, troubleshooting, and preventive care maintenance.
Prerequisites: ELE2501

ELE2950  Biomedical Equipment Technology Externship (2 quarter credit hours)
Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.
Prerequisites: Completion of all course requirements or departmental approval

HCA1100  Professionalism and Communication in Health Care Setting (4 quarter credit hours)
This course is designed to assist the student in understanding the importance of professionalism and proper communication in a health care setting. The student will learn how to appropriately interact with co-workers, visitors and guests, as well as learn the soft skills needed to project a professional image. The student will also learn how to therapeutically interact with clients, learning how to adjust their approach depending upon the age and/or presenting illness of the client.
Prerequisites: None

HCA1110  Introduction to Health Care Services (4 quarter credit hours)
This course explains how the nation’s health care system is structured and how it functions. The student will gain a broad perspective of the increasing role and impact of health care in our nation’s society and economy. Emphasis is placed on describing and explaining the components of the health care system.
Prerequisites: None

HCA1700  Managing Health Care Information (4 quarter credit hours)
A study of the recordkeeping practices in a health care setting. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.
Prerequisites: HSC1100
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HCA1750</td>
<td>Medical Administrative Practices</td>
<td>4 quarter</td>
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<td></td>
<td>This course introduces automated scheduling and billing procedures as well as fundamental accounting, office management and correspondence. In addition, students will be introduced to medicolegal issues as they relate to health professions and the medical office. The course provides a fundamental overview of national health coding systems and insurance forms and requires the proper use of medical terminology, and abbreviations, and practice in medical transcription.</td>
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<tr>
<td>Prerequisites:</td>
<td>HSC1100</td>
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<tr>
<td>HCA1800</td>
<td>Diagnostic Coding</td>
<td>4 quarter</td>
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<td>The focus of this class is learning the coding rules for the ICD-9-CM, 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.</td>
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<tr>
<td>Prerequisites:</td>
<td>HCA1750</td>
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<tr>
<td>HCA1850</td>
<td>Procedural Coding</td>
<td>4 quarter</td>
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<td>The focus of this class is learning the coding rules for the CPT and Level II (HCPCS) coding systems and then applying the rules to code patient procedures.</td>
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<tr>
<td>Prerequisites:</td>
<td>HCA1750</td>
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<tr>
<td>HCA1870</td>
<td>Medical Insurance Processes</td>
<td>4 quarter</td>
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<td>Students will be introduced to basic concepts related to health insurance and reimbursement. The student will become familiar with the medical health insurance industry, billing practices, processing procedures, and regulatory issues. The differences in reimbursement methodologies will be examined. The student will gain knowledge of insurance processing in the private and governmental sectors. The student will learn principles of medical billing as related to claim form preparation, submission and payment reimbursement.</td>
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<tr>
<td>Prerequisites:</td>
<td>HCA1800, HCA1850</td>
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<tr>
<td>HCA2200</td>
<td>Health Care Delivery Systems</td>
<td>4 quarter</td>
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<td>This course is an introduction to the health care delivery system. It provides an overview of the various forces and elements that shape the way health care is delivered and received in the United States.</td>
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<tr>
<td>Prerequisites:</td>
<td>HCA1110</td>
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<tr>
<td>HCA2500</td>
<td>Medical Ethics</td>
<td>4 quarter</td>
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<td>This course will explore the ethical issues in health care. A structured approach for identifying, analyzing, and resolving ethical issues in clinical medicine will be discussed. Case studies will be utilized to demonstrate the process of identifying, analyzing and resolving ethical issues.</td>
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<td>Prerequisites:</td>
<td>None</td>
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<tr>
<td>HCA2900</td>
<td>Health Care Externship</td>
<td>2 quarter</td>
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<td>Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 60 hours.</td>
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<td>Prerequisites:</td>
<td>Completion of all course requirements or departmental approval</td>
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<tr>
<td>HCA3130</td>
<td>Health Care Marketing and Strategy</td>
<td>4 quarter</td>
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<td>This course will examine the role and function of marketing and strategy development in health care organizations. Marketing concepts including market research, segmentation, branding and advertising are reviewed. Strategy development is examined, including the roles of vision and mission, internal and external assessment, developing strategic initiatives, tactical planning and strategic execution.</td>
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<td>Prerequisites:</td>
<td>HCA2200</td>
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<tr>
<td>HCA3150</td>
<td>Health Care Finance</td>
<td>4 quarter</td>
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<td>This course covers the unique structure and process of financial management in health care organizations. Students learn to examine and understand statements of profit and loss, balance sheets and cash flow statements in order to make administrative decisions regarding operations and resource allocation. The unique health care reimbursement system is given special attention.</td>
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<td>Prerequisites:</td>
<td>HCA3550</td>
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<tr>
<td>HCA3300</td>
<td>Health Services Organization and Delivery</td>
<td>4 quarter</td>
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<td>This course covers structure and function of the health organizations, professions, and delivery systems across the continuum of care including community and teaching hospitals, long-term care facilities, rehabilitation hospitals, ambulatory care facilities, public health clinics and private medical practice.</td>
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<tr>
<td>Prerequisites:</td>
<td>HCA2200</td>
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<tr>
<td>HCA3330</td>
<td>Health Information Management Systems</td>
<td>4 quarter</td>
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<td>This course examines the design, operation, application and future of health information management systems.</td>
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<td>Prerequisites:</td>
<td>HCA1700</td>
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<tr>
<td>HCA3500</td>
<td>Economics of Health Care</td>
<td>4 quarter</td>
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<td>This course examines the application of both micro and macroeconomic principles to the health care industry.</td>
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<td>Prerequisites:</td>
<td>HCA1110, SSC2230</td>
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<tr>
<td>HCA3550</td>
<td>Ethics and Law for Administrators</td>
<td>4 quarter</td>
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<td>This course examines legal and ethical dimensions of health care administration. Students learn to integrate ethical and legal aspects into administrative decision-making.</td>
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<td>Prerequisites:</td>
<td>HCA1110, HCA2500</td>
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</table>
HCA4100  
**Leadership in Health Care Organizations** *(4 quarter credit hours)*  
This course presents students with leadership fundamentals in health care organizations. Interpersonal skills, leadership, ongoing professional development, and strategic management are examined.  
*Prerequisites: None*

HCA4120  
**Strategic Management in Health Care Organizations** *(4 quarter credit hours)*  
Students will integrate the knowledge and skills learned in leadership, marketing strategy, managerial communication, research methods, and strategic management.  
*Prerequisites: HCA3130, HCA4100, MTH3800*

HCA4140  
**Risk Management in Health Care Settings** *(4 quarter credit hours)*  
This course examines various risk factors and methods of managing risk in health care organizations. Strategies for prevention, intervention and remediation of risk will be explored.  
*Prerequisites: HCA3550, HCA3150*

HCA4160  
**Case Studies in Health Administration** *(4 quarter credit hours)*  
This course uses case studies to provide students with the opportunity to integrate the skills and knowledge learned in the core foundation with learned conceptual and technical competencies.  
*Prerequisites: HCA3150, HCA3330, HCA4120*

HSC1100  
**Medical Terminology** *(4 quarter credit hours)*  
A study of the basic structure of medical terms through examination of prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and an introduction to medical abbreviations. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.  
*Prerequisites: None*

HSC1110  
**Veterinary Medical Terminology** *(4 quarter credit hours)*  
A study of the basic structure of veterinary medical terminology through examination of prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, and definitions of medical terms related to the practice of veterinary medicine, and an introduction to common medical abbreviations.  
*Prerequisites: None*

HSC1851  
**Clinical Procedures I** *(4 quarter credit hours)*  
The course provides study and practice in routine procedures for a physical examination, which include taking vital signs (temperature, pulse, respiration and blood pressure), draping patients, using instruments, mastering aseptic techniques, taking measurements, and recording medical histories.  
*Prerequisites: ALH1601, ALH1610*

HSC1852  
**Clinical Procedures II** *(4 quarter credit hours)*  
An overview of diagnostic procedures and equipment used in the physician's office, preparing the student to assist in a medical specialty office. The student learns about and practices acquiring and mounting diagnostically correct electrocardiograms. The principles of first aid and cardiopulmonary resuscitation (CPR) are presented.  
*Prerequisites: HSC1851*

HSC2830  
**Phlebotomy and Hematology Procedures** *(4 quarter credit hours)*  
An introduction to phlebotomy and other collection techniques to obtain samples on which various hematological tests and blood chemistries are performed.  
*Prerequisites: SCI1352*

HSC2840  
**Urinalysis and Microbiology Procedures** *(4 quarter credit hours)*  
Microbiological specimens are collected, processed and stained for examination. The physical, chemical and microscopic components of a complete urinalysis are studied and practiced. The course includes instruction in the care and use of the microscope.  
*Prerequisites: SCI1352*

HUM2000  
**Introduction to Literature** *(4 quarter credit hours)*  
An examination of various works of fiction, poetry, and drama, with emphasis on the analysis of character, plot, and language as means of discovering the writer’s purpose. The course requires written analyses of works and assumes competence in expository writing.  
*Prerequisites: COM1101*

HUM3000  
**World Literature** *(4 quarter credit hours)*  
Organized thematically, this course explores multi-cultural viewpoints expressed in at least one novel supported by plays, short fiction, and poetry from around the world.  
*Prerequisites: HUM2000*

HUM3010  
**History of Art Through the Middle Ages** *(4 quarter credit hours)*  
This course is a history of art from the prehistoric/tribal period through the Middle Ages. Students will analyze the design and artistic concepts common to all artwork, and will also cover the external themes and influences that shaped art at various points in history and across cultures.  
*Prerequisites: COM1102*

HUM3020  
**History of Art Through the Modern Times** *(4 quarter credit hours)*  
This course is a history of art from the Renaissance to the Modern period. The concepts, historical themes and social/cultural influences
on the art and architecture of the periods will be studied. Students will analyze the design and artistic concepts common to all artwork, and will also cover the external themes and influences that shaped art at various points in history and across cultures and provide us with a window onto those cultures.

Prerequisites: COM1102

HUM3100 Introduction to Philosophy (4 quarter credit hours)
This course introduces students to philosophical thinking. Students will confront fundamental questions of self and identity, of freedom and determinism, of belief and truth, and of ethics and morality. Critical thinking activities will challenge students to incorporate philosophy into their daily lives by applying the questions of philosophy to themselves and their world.

Prerequisites: COM1102

JUS1100 Introduction to Criminal Justice (4 quarter credit hours)
This course provides students with a thorough understanding of the relationships and functions of the various police agencies and their respective jurisdictions, defense and prosecution, judges and juries, and personnel affiliated with correctional institutions.

Prerequisites: None

JUS1111 Report Writing (4 quarter credit hours)
Students will be introduced to the methods and styles of report writing and professional communication in the criminal justice system. The course also examines interviewing and note taking techniques that are related to the filing of reports in criminal justice.

Prerequisites: COM1101

JUS1300 Correctional Systems and Practices (4 quarter credit hours)
An examination of the correctional system and practices in criminal justice. Topics include the theoretical basis for the correctional system, organizational structures, management and operation of correctional facilities, rehabilitation, treatments, and alternatives.

Prerequisites: JUS1100

JUS1550 Criminal Investigation and Police Procedure (4 quarter credit hours)
A comprehensive examination of the investigative procedures and techniques in the field of criminal investigation. This will include the recording of witness statements, interviewing, and the writing of reports. The course will also include an overview of standard police procedures and technological innovations.

Prerequisites: JUS1100

JUS1700 Introduction to Criminology (4 quarter credit hours)
This course provides an introduction to the field of criminology by reviewing the historical aspects of the study of crime and criminals. The theoretical causes of crime and criminality and society’s response to crime are examined. Learners are introduced to the sociological, biological, and psychological schools of criminological thought. Topics include crime statistics and the social and legal mechanisms utilized to address criminal activity and the individual criminal.

Prerequisites: None

JUS2111 Research Methods (4 quarter credit hours)
This course introduces the student to research methodology utilized in the criminal justice system. Critical analysis of those methods most often used in the study of police, court, and corrections policies and programs will be emphasized. Students will acquire knowledge and skills necessary to critically analyze research studies. Topics include the roles of theory and ethics, hypothesis testing, and basic research design.

Prerequisites: JUS1111

JUS2500 Criminal Procedure (4 quarter credit hours)
Emphasis is placed upon practical guidelines for law enforcement officers with respect to the legal aspects of their daily duties and the rights of defendants. The goal of the course is to make students knowledgeable in the procedures applied, from criminal investigations to post-conviction remedies.

Prerequisites: None

JUS2530 Homeland Security (4 quarter credit hours)
The course provides students with knowledge related to the mission and organization of homeland security in the United States. Issues such as intelligence analysis, emergency preparedness, emergency response, infrastructure protection, counter-terrorism, border security, and transportation security are examined. The balance between domestic and/or international threats and constitutional safeguards are studied.

Prerequisites: JUS1700

JUS2700 Juvenile Justice (4 quarter credit hours)
This course provides a study of juvenile delinquency by describing and analyzing its nature and extent, its suspected causes, and the environmental influences upon youthful misbehavior.

Prerequisites: None

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

JUS2900 Criminal Justice Externship (2 quarter credit hours)
Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus
gaining practical experience in the skills acquired. The externship requires 60 hours.

Prerequisites: Completion of all course requirements or departmental approval

LEG1350 Criminal Law (4 quarter credit hours)
A study of the fundamental principles of criminal law, which pertains to any act or omission in violation of a public law forbidding or commanding it. The course is designed to provide students with an understanding of substantive criminal law and defenses to prosecution.

Prerequisites: None

MTH1770 College Mathematics (4 quarter credit hours)
Instruction in fundamental processes in arithmetic and algebraic operations. Topics include percentages, metric conversions, graphing, and an introduction to linear algebra and geometry.

Prerequisites: SSE0070 or placement through initial academic assessment

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 placement through initial academic assessment

MTH3800 Statistics (4 quarter credit hours)
This course introduces the student to fundamental laws of probability, levels of measurement, measures of central tendency and variance, random variables, hypothesis testing, correlation, regression, small sample techniques and non-parametric methods.

Prerequisites: MTH1800

PSS1000 Professional Development (4 quarter credit hours)
Development of skills for collegiate success, including techniques for effective use of texts, productive studying and note-taking, and success in tests and other assignments. The course also emphasizes professional expectations, communication skills, academic policies and issues, time management, problem-solving, and effective and ethical use of resources.

Prerequisites: None

PSS1100 Professional Development (4 quarter credit hours)
Development of skills for collegiate success, including techniques for effective use of texts, productive studying and note-taking, and success in tests and other assignments. The course also emphasizes professional expectations, communication skills, the use of technology in support of learning, academic policies and issues, time management, problem solving, and effective and ethical use of resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisites: None

PSS1200 Business Communications (4 quarter credit hours)
This course provides for practice in various methods of business communication as these are appropriate for job search and career enhancement. The course requires the composition of résumés, cover letters, thank you letters, and acceptance letters, as well as the application of oral communication skills required for effective employment interviews and other aspects of job search and career enhancement. The student will assemble a portfolio for job search purposes and will research target companies for employment.

Prerequisites: None

PSS1800 Applied Ethics (4 quarter credit hours)
This course introduces the student to moral principles and helps them to identify and become sensitized to controversial issues and ethical problems likely to develop in the workplace. The course examines a professional’s ethical and legal responsibilities.

Prerequisites: None

PSS4500 Senior Project (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.

SCI1100 Physics (4 quarter credit hours)
This course explores the basic principles of mechanical function, thermal physics and the concepts of physical sound.

Prerequisites: MTH1800

SCI1351 Anatomy and Physiology I (4 quarter credit hours)
This course focuses on the normal structure and function of the human body as a living organism and the relationship of its parts. Disease processes are discussed. The course begins with basic cellular structure and function, then progresses through these selected body systems: integumentary, skeletal, nervous, muscular, and senses. Correct medical terminology is emphasized. A structured laboratory experience is included. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

Prerequisites: None

SCI1352 Anatomy and Physiology II (4 quarter credit hours)
This course is a continuation of Anatomy and Physiology I and focuses on the normal structure and function of the human body as a
living organism and the relationship of its parts. Disease processes are discussed. The course progresses through these selected body systems: endocrine, blood, circulatory, lymph, immune, respiratory, digestive, urinary and reproductive. Correct medical terminology is emphasized. A structured laboratory experience is included. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects.

**Prerequisites:** SCI1351

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, the mechanism of disease, and the senses.

**Prerequisites:** None

SCI1850  **Environmental Science (4 quarter credit hours)**
This course is an introduction to the study of the physical environment and some of the major related issues and problems. Areas of concern include nature of the environment, climatic factors, natural resources, solid and hazardous waste, pollution, global environmental hazards, and energy production. These topics are studied in relation to population, land use, environmental ethics, decision-making, and environmental management.

**Prerequisites:** None

SCI2100  **Elements of Microbiology (4 quarter credit hours)**
Survey of microorganisms in terms of physiology, biochemistry, genetics, and diversity with emphasis placed on prokaryotes and eukaryotes causing human diseases. Methods of their control including physical, mechanical, chemical, chemotherapeutic, and role of the immune system are discussed.

**Prerequisites:** MTH1800 or MTH1650

SSC1100  **Principles of Psychology (4 quarter credit hours)**
A study of the scientific basis of human behaviors, and the factors which influence human development. The course provides an overview of the history and major issues of psychology, including learning and perception, personality theories, abnormal behavior, motivation and emotion, human development, and social psychology.

**Prerequisites:** None

SSC1450  **Constitution and Society (4 quarter credit hours)**
This course introduces students to the United States Constitution in theory and practice; the constitutional division of government, the role of the United States Supreme Court, the Bill of Rights, and subsequent amendments.

**Prerequisites:** None

SSC1460  **The American Judicial System (4 quarter credit hours)**
This course is an introduction to the nature of the judiciary and the court system and the major functions of substantive and procedural law in modern society. Students will learn the general structure of the U.S. court system at the federal, state, and local levels. Also studied are the roles of the various officials involved in the court system and the functions and procedures related to trial courts and appellate courts.

**Prerequisites:** None

SSC220  **Principles of Microeconomics (4 quarter credit hours)**
Microeconomics is the study of the internal forces in the market place. Students will develop an understanding of the forces that control the economy, and the effect of changes in those forces. Specific topics include the free enterprise system, capitalism, wage and price theory, law of supply and demand, and government regulation of business.

**Prerequisites:** MTH1800

SSC2230  **Principles of Macroeconomics (4 quarter credit hours)**
The study of macroeconomics includes the basic aspects of economic analysis of the business world. Students will develop an understanding of the monetary system, recession, inflation, and the main cycles of business activity.

**Prerequisites:** MTH1800

SSC3100  **Principles of Sociology (4 quarter credit hours)**
An introduction to the basic concepts of sociology, including organizational behavior systems development, cultural diversity and human social institutions.

**Prerequisites:** None

SSE0050  **Fundamentals of English (4 quarter credit hours)**
This course focuses on improving basic grammatical, mechanical and usage skills in writing. Also emphasized are strategies to improve reading comprehension. Students will develop skill and practice one-paragraph and multi-paragraph essays.

**Prerequisites:** None

SSE0070  **Fundamentals of Math (4 quarter credit hours)**
A review of mathematical concepts designed to develop skills in basic applications. The course focuses on computation and conversion involving whole numbers, fractions, decimals, and square roots.

**Prerequisites:** None