Brown Mackie College–Findlay
1700 Fostoria Avenue
Findlay, Ohio 45840

Addendum 2009 - 2010 Academic Catalog

Brown Mackie College: bmcprograms.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success and other important info.

This Bulletin is an integral part of Brown Mackie College – Findlay’s Academic Catalog.
The information published herein becomes and remains effective April 1, 2012

ADMINISTRATION

President ................................................................................................................................. Wayne C. Korpics
Dean of Academic Affairs ......................................................................................................................... Julie Baker
Senior Director of Admissions ................................................................................................................. Zacarrii Hamby
Director of Student Services ...................................................................................................................... Jennifer Opp-Jackson
Director of Career Services ........................................................................................................................... Judith Ford
Director of Student Financial Services .................................................................................................. Brandy Lanagan
Student Accounting Supervisor ............................................................................................................ Heidi Mole
Registrar .................................................................................................................................................. Heather Elliott
Library Director ................................................................................................................................. Sheryl Gannon

FULL-TIME FACULTY

Deborah Alesch, Mathematics
BS, Bowling Green State University
AS, Owens Community College

Jennifer Baier, OTR/L, Occupational Therapy Assistant Site Coordinator
BA, University of Findlay
BS, Shawnee State University

Joseph Boyle, RPh, Pharmacy Technology Program Director, Allied Health
BS, University of Toledo

Sara Evans, MHA, CMA, Allied Health Department Chair
MHA, University of Phoenix
BS, University of Phoenix
AA, Indiana University
Diploma, Professional Careers Institute

Venessa Fels, CST, Surgical Technology
AAS, Owens Community College

Michael Friemoth, DVM, Veterinary Technology Program Director
DVM, Ohio State University
BS, Ohio State University
AAS, Columbus State Community College

Tanya Grandillo, RN, Practical Nursing
MSN, South University
BSN, Ashland University
AAS, Owens Community College

Rick Haver, Business/IT Lead Instructor
MS, Coleman University
BS, Coleman University

Charles Hirschy, PhD, General Education Department Chair
PhD, Cornerstone University
MAR, Liberty University
Mitchell Howard, Paralegal, Criminal Justice/Paralegal Department Chair
JD, University of Toledo
BA, University of Toledo

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

Amy Kinney, RMA, LPN, Medical Assisting Department Chair
AAS, Stautzenberger College

April Kesler, CST, Surgical Technology Program Clinical Coordinator
AAS, Owens Community College

Karla Markle, RN, Practical Nursing
MSN, South University
BSN, Bowling Green State University
AAS, Owens Community College
Diploma, Bowling Green Area School of Practical Nursing

George Miller, Business Department Lead Instructor
MS, South University
MBA, University of Findlay
BBA, Tiffin University

Sharon Roush, RN, Practical Nursing
BS, South University
AAS, Owens Community College

Marty Schreiber, RN, Practical Nursing
MSN, South University
BSN, Ashland University

Robin Smith, RDH, Dental Assisting Program Director
BS, The Ohio State University
AAS, Lima Technical College (Rhodes State College)

Tim Snyder, General Education
MA, State University of New York College at Brockport
BS, State University of New York College at Brockport

Joseph Stevens, CST, Surgical Technology Department Chair
AAS, Owens Community College

Rebecca Terry, RN, Practical Nursing, Clinical Coordinator
MSN, South University
BSN, University of Toledo

Elizabeth Wargo, OTD, OTR/L, Occupational Therapy Assistant Fieldwork Coordinator
OTD, University of Toledo

Kelli Wealleans, RVT, Veterinary Technology Program Clinical Coordinator
AAS, Stautzenberger College
CONSUMER INFORMATION

The College affirms its policy of administering all educational programs and related supporting services and benefits in a manner which does not discriminate because of a student’s race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, disability or any other characteristic which lawfully cannot be the basis for the provision of such services by state, local, or federal law.

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

OWNERSHIP

Brown Mackie College — Findlay is a branch campus of The Art Institute of Phoenix, located in Phoenix, AZ. The Institute of Post Secondary Education, Inc., located in Phoenix, AZ, is registered to do business as The Art Institute of Phoenix and through four intermediary companies is a subsidiary of Education Management Corporation. Education Management Corporation is located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.

ADMISSION

Students with Disabilities

Brown Mackie College - Findlay provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at Brown Mackie College - Findlay.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator Mary Ach at 419-429-8601 of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Services in Room 165, telephone number 419-429-8752. Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Block Transfer Policy

A feature of Brown Mackie College bachelor’s degree programs is the availability of block transfer for the program’s lower level degree requirements. Block transfer is where an associate’s degree which was earned at an institution accredited by an agency recognized by the U.S. Secretary of Education may be accepted to meet the lower-level requirements of the bachelor’s degree programs offered at the institution. This block transfer option allows the college to accept the student’s associate’s degree as a complete and certified knowledge base from which to build upon as the student pursues the upper-level (years 3 & 4) degree program requirements. Since general education competencies are built within the upper-level course work, students are prepared within a coherent source of study that combines general education and the program major.

Any earned associate’s degree (as described above) in the business field may qualify for block transfer into the Bachelor of Science in Business Administration degree program.

Any earned associate’s degree (as described above) in the legal field may qualify for block transfer into the Bachelor of Science in Criminal Justice or Legal Studies program.

Any earned associate’s degree (as described above) in the allied health field may qualify for block transfer into the Bachelor of Science in Healthcare Management program.

General education courses will be evaluated on a course-by-course basis to determine course equivalencies. Deficiencies in general education requirements may require that additional credits be taken before graduation.

Residency Requirement

Though credits may be applied to a student’s degree program through transfer from institutions other than another Brown
Mackie Colleges 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 technical concentration credits in-residence at any Brown Mackie College, whichever is the greater benefit to the student.

The residency requirement for a non-degree (diploma or certificate) program is that the student must complete the final 50 percent of the program's credit in-residence at any Brown Mackie College, and this may be subject to program accreditor’s restrictions. Questions regarding the specifics of accredited program's limitations on residency should be referred to the program administrator or department chairperson.

Brown Mackie is proud to be a Military Friendly college and may exempt those attending on Veteran's Administration's benefits from the above requirements, granting appropriate credit on a case by case basis.

**International Admissions Policy**
All international (nonimmigrant) applicants to the College must meet the same admissions standards as all other students

**English Language Proficiency Policy**
The following chart is used for the English Language Proficiency Policy, which states that regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to any EDMC school 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 an EDMC and a partner institution relating to collaborative studies. Any such agreement must be approved by the appropriate Academic Affairs office in the EDMC education system. 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.

**Minimum Acceptable Proof of English Language Proficiency Standard; Effective October 1, 2011**

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>Diploma</th>
<th>AS/BS</th>
<th>Grad.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>480</td>
<td>500</td>
<td>550</td>
</tr>
<tr>
<td>i-BT (internet based test)</td>
<td>54-55</td>
<td>61</td>
<td>79-80</td>
</tr>
</tbody>
</table>

**TOEFL Equivalent/Alternative English Language Programs/Test**

- **American College Testing (ACT) English**: 17 19 21
- **EF International Language Schools**: C1 C1 C2
- **ELS Language Schools**: Level 108 Level 109 Level 112
- **iTEP**: 4.0 4.5 5
- **Michigan English Language Assessment Battery** (Also known as the MELAB or Michigan Test): 73 80 85
- **Pearson**: 42 44 53
- **Scholastic Aptitude Test (SAT) Verbal Score**: 420 526 572
- **Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section**: 453* 526 572
- **TOEIC (Academic Test)**: 650 700 750
- **I.E.L.T.S. (A Cambridge University Exam)**: Level 5.5 Level 6 Level 6.5

* The scale for The Prueba Aptitud Academica has changed and now closely reflects the SAT.  ** As of April
2005, the SAT verbal test is replaced with the SAT critical reading test.
Undergraduate (diploma, associate and bachelor level) applicants may also satisfy the minimum standard of English language proficiency by submitting official documentation of one of the following:

- Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction. Successful completion is defined as passing all courses for which the student was registered during the two semesters;
- U.S. High School Diploma or GED administered in English;
- Equivalent of a U.S. High School Diploma from a country in which English is the official language (equivalency must be verified by a recognized evaluator of international credits);
- Satisfactory completion of English 101 or 102 at an English speaking college or university within the U.S., achieving a grade of “C” or higher.

The above stated English language proficiency requirements are effective October 1, 2011

Admissions Requirements for Nonimmigrant Students
Applicants seeking to enroll in valid student nonimmigrant status must submit each of the following items:

- A completed and signed Application for Admission Form including required essay;
- A completed and signed Enrollment Agreement;
- Original or official copies of all educational transcripts (secondary school and, if applicable, university-level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
- Official credential evaluation of non-American educational credentials, if applicable; please note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see www.naces.org
- Proof of English language proficiency (see English language proficiency policy);
- A completed and signed Sponsor’s Statement of Financial Support; (This statement is not required if the student is self-sponsored;)
- Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
- A U.S. $50 non-refundable application fee and a U.S. $100 refundable tuition deposit;
- A photocopy of the student’s passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
- For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student’s passport as well as a photocopy of the student’s I/94 arrival departure record (both sides);
- For all nonimmigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to Brown Mackie College – Findlay
- Proof of Health Insurance. Students who do not possess health insurance upon applying to Brown Mackie College – Findlay must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant, seeking to enroll in valid student nonimmigrant status, is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required.

If the applicant is accepted, he/she will be sent additional information regarding the student visa application process.

Brown Mackie College – Findlay, is not authorized under federal law to admit non immigrant students.
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Date</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Quarter</td>
<td>New Student Orientation</td>
<td>Week of December 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>New Year's Holiday</td>
<td>Monday January 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Tuesday January 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Martin Luther King, Jr. Day Recess</td>
<td>Monday January 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of January 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday January 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>New Student Orientation</td>
<td>Week of January 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday January 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>President’s Day Recess</td>
<td>Friday February 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of February 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday February 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>New Student Orientation</td>
<td>Week of February 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday February 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of March 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday March 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>New Student Orientation</td>
<td>Week of March 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Classes Begin</td>
<td>Monday April 2</td>
<td></td>
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<tr>
<td></td>
<td>Good Friday Recess</td>
<td>Friday April 6</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of April 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday April 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>New Student Orientation</td>
<td>Week of April 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday April 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of May 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday May 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>New Student Orientation</td>
<td>Week of May 20</td>
<td></td>
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<tr>
<td></td>
<td>Memorial Day Recess</td>
<td>Monday May 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Tuesday May 29</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of June 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday June 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Quarter</td>
<td>New Student Orientation</td>
<td>Week of June 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Classes Begin</td>
<td>Monday July 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fourth of July Recess</td>
<td>Wednesday July 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of July 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday July 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>New Student Orientation</td>
<td>Week of July 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday July 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
<td>Week of August 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
<td>Saturday August 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>New Student Orientation</td>
<td>Week of August 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>Monday August 27</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Labor Day Recess
Final Examinations
Classes End

Monday September 3
Week of September 16
Saturday September 22

Fall Quarterly Recess – September 24, 2012 – September 28, 2012

FALL QUARTER

October
New Student Orientation
Classes Begin
Final Examinations
Classes End
Week of September 23
Monday October 1
Week of October 21
Saturday October 27

November
New Student Orientation
Classes Begin
Final Examinations
Classes End
Week of October 21
Monday October 29
Week of November 18
Wednesday November 21

December
New Student Orientation
Classes Begin
Final Examinations
Classes End
Week of November 18
Monday November 26
Week of December 16
Saturday December 22


In those months in which class meetings are lost to holidays, additional instructional time may be scheduled in order to make up the contact hours as required.

Correction to Page 17, Programs Offered

This is notification that Brown Mackie College – Findlay is terminating its Associate of Applied Business in Office Management, Associate of Applied Science in Early Childhood Education, Diploma Medical Transcription and Diploma Office Applications Specialist programs. The last date we enrolled students in any of these programs is April 4th, 2011.

We currently have 5 students in the Office Management program, 16 students in the Early Childhood Education program, 8 student in Medical Transcription Diploma program and 1 in the Office Applications Specialist diploma program. The last projected graduation dates for students still enrolled in these programs is detailed below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Last Projected Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Management</td>
<td>12/2012</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>03/2013</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>03/2012</td>
</tr>
<tr>
<td>Office Applications Specialist</td>
<td>07/2011</td>
</tr>
</tbody>
</table>

Following the above graduation dates per program, our campus will cease offering classes in these programs.


**Changes to Page 20:**

**Associate of Applied Business: CRIMINAL JUSTICE**

The associate’s degree program in Criminal Justice is designed to prepare students for admission to law enforcement academies or entry-level employment in law enforcement, corrections, investigations, or juvenile administration.**

**This program is not intended for advancement into law school.**

Graduates of the program will 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.

**Changes to Page 22:**

**Associate of Applied Business: PARALEGAL**

The associate’s degree program in Paralegal is designed to prepare the student seeking to work directly under the supervision of an attorney and perform general work for a law firm. The objective of the program is to train students in the many phases of paralegal responsibilities. Legal courses are supplemented with business, computer applications, and general education courses that ensure the student’s versatility and productivity in the business environment. **

**This program is not intended for advancement into law school.**

Graduates of the program will be able to:

- Demonstrate an understanding of the American legal system and the role of the paralegal.
- Create and carry out a legal research plan using both print and electronic sources of law.
- Analyze and categorize key facts in a given situation to yield a logical conclusion.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.
The associate’s degree program in Medical Assisting is designed to prepare students to work with, and under the direction of, physicians in the office or in other medical settings. To achieve this goal, the Medical Assisting curriculum provides study in clinical and laboratory procedures, anatomy and physiology, medical terminology, and medical office administration. Coursework in general education and business also helps graduates to grow professionally and develop the ability to assume leadership roles.

Graduates of the program will be able to:

- Understand the natural science informing the study of an allied health program.
- Perform appropriate skills in clinical and laboratory theory and procedures.
- Demonstrate entry-level competencies for the Medical Assistant as outlined by nationally recognized and accredited medical assisting bodies.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

### Concentration

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH1601</td>
<td>Pharmacy I</td>
</tr>
<tr>
<td>ALH1610</td>
<td>Dosage Calculation</td>
</tr>
<tr>
<td>ALH2935</td>
<td>Medical Assisting Externship</td>
</tr>
<tr>
<td>HCA1750</td>
<td>Medical Administrative Practices</td>
</tr>
<tr>
<td>HCA2500</td>
<td>Medical Ethics</td>
</tr>
<tr>
<td>HSC1100</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HSC1851</td>
<td>Clinical Procedures I</td>
</tr>
<tr>
<td>HSC1852</td>
<td>Clinical Procedures II</td>
</tr>
<tr>
<td>HSC2830</td>
<td>Phlebotomy and Hematology Procedures</td>
</tr>
<tr>
<td>HSC2840</td>
<td>Urinalysis and Microbiology Procedures</td>
</tr>
<tr>
<td>SCI1351</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>SCI1352</td>
<td>Anatomy and Physiology II</td>
</tr>
</tbody>
</table>

### Core Curriculum

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS1140</td>
<td>Advanced Word Processing</td>
</tr>
<tr>
<td>COM1101</td>
<td>Composition I*</td>
</tr>
<tr>
<td>COM1102</td>
<td>Composition II*</td>
</tr>
<tr>
<td>COM1200</td>
<td>Effective Public Speaking*</td>
</tr>
<tr>
<td>HCA1100</td>
<td>Professionalism and Communication in Healthcare Setting</td>
</tr>
<tr>
<td>HUM2000</td>
<td>Introduction to Literature*</td>
</tr>
<tr>
<td>MTH1800</td>
<td>College Algebra*</td>
</tr>
<tr>
<td>PSS1100</td>
<td>Professional Development</td>
</tr>
<tr>
<td>PSS1200</td>
<td>Business Communications</td>
</tr>
<tr>
<td>SSC1100</td>
<td>Principles of Psychology*</td>
</tr>
<tr>
<td>SSC1450</td>
<td>Constitution and Society*</td>
</tr>
</tbody>
</table>

**Total quarter credit hours required**

92

* Indicates a general education course
Changes to section on Page 26: The following changes will be implemented in the Occupational Therapy Assistant curriculum effective July 6, 2010

- MT 1800 College Algebra will replace MT 1770 College Math
- OT 2110 (formerly OT 2465) Intervention in Mental Health will be moved earlier in the OT sequence and will change from a 4 credit class to a 3 credit class.
- OT 2350 (formerly OT 1560) Intervention in Physical Rehabilitation will change from a 3 credit class to a 4 credit class.

Occupational Therapy Assistant Program
Course Sequence with Prerequisites (Effective July 6, 2010)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit Hours</th>
<th>Course Name</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF 1100</td>
<td>4</td>
<td>Professional Development</td>
<td>None</td>
</tr>
<tr>
<td>MC 1150</td>
<td>4</td>
<td>Introduction to Microcomputer Applications</td>
<td>None</td>
</tr>
<tr>
<td>EN 1101</td>
<td>4</td>
<td>Composition I</td>
<td>EN 0955 or placement through initial assessment</td>
</tr>
<tr>
<td>EN 1102</td>
<td>4</td>
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<td>EN 1101</td>
</tr>
<tr>
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<td>Introduction to Literature</td>
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<td>CM 1200</td>
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<td>MT 0955 or placement through initial assessment</td>
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<td>Principles of Psychology</td>
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<td>Medical Terminology</td>
<td>None</td>
</tr>
<tr>
<td>OT 1010</td>
<td>4</td>
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<tr>
<td>OT 1115</td>
<td>4</td>
<td>Therapeutic Media</td>
<td>OT 1010</td>
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<td>OT 1215</td>
<td>4</td>
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<td>OT 1115</td>
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<tr>
<td>OT 1315</td>
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<td>Functional Anatomy II</td>
<td>OT 1215</td>
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<tr>
<td>OT 2115</td>
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<td>OT 2110</td>
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<td>4</td>
<td>Intervention in Pediatrics and Adolescents</td>
<td>OT 2115</td>
</tr>
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<td>OT 2350</td>
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<td>Intervention in Physical Rehabilitation</td>
<td>OT 2200</td>
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<td>OT 2360</td>
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<td>Intervention in Neurological Rehabilitation</td>
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<td>OT 2470</td>
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<td>Completion of all program coursework except OT 2990B, OT 2991A and OT 2991B</td>
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</tr>
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<td>OT 2991A</td>
<td>5</td>
<td>Level II Fieldwork</td>
<td>OT 2990A &amp; OT 2990B</td>
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<td>OT 2991B</td>
<td>5</td>
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<td>OT 2991A</td>
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OT 2990A, OT 2990B, OT 2991A & OT 2991B must be completed within 18 months of all other program coursework.
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 obtain an entry-level position 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 is designed to prepare the graduate 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.

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<th>76 Quarter Credit Hours</th>
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<tr>
<td>BI 1361</td>
<td>Anatomy and Physiology ......................................................... 4</td>
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<td>MC 1150</td>
<td>Introduction to Microcomputer Applications ........................................... 4</td>
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<td>ME 1110</td>
<td>Medical Terminology ............................................................................. 4</td>
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<tr>
<td>MT 1800</td>
<td>College Algebra .................................................................................. 4</td>
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<tr>
<td>OT 1010</td>
<td>Introduction to Occupational Therapy ................................................ 4</td>
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<td>OT 1115</td>
<td>Therapeutic Media ................................................................................ 4</td>
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<tr>
<td>OT 2110</td>
<td>Intervention in Mental Health ............................................................ 3</td>
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<td>OT 2115</td>
<td>Level I Fieldwork ............................................................................. 1</td>
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<td>OT 2350</td>
<td>Intervention in Physical Rehabilitation ................................................ 4</td>
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<td>OT 2360</td>
<td>Intervention in Neurological Rehabilitation .......................................... 4</td>
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<td>OT 2470</td>
<td>Intervention in Geriatrics ................................................................. 4</td>
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<td>OT 2990A</td>
<td>Level II Fieldwork ............................................................................. 5</td>
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<td>OT 2991A</td>
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<td>OT 2991B</td>
<td>Level II Fieldwork ............................................................................. 5</td>
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<td>CM 1200</td>
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<td>Composition I* .................................................................................. 4</td>
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<tr>
<td>EN 1102</td>
<td>Composition II* .................................................................................. 4</td>
</tr>
<tr>
<td>EN 2000</td>
<td>Introduction to Literature* ................................................................. 4</td>
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<tr>
<td>PS 1200</td>
<td>Principles of Psychology* .................................................................... 4</td>
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<tr>
<td>SO 1200</td>
<td>Principles of Sociology* ...................................................................... 4</td>
</tr>
</tbody>
</table>

Total quarter credit hours required 100

* Indicates a general education course

** Brown Mackie College – Findlay 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 Brown Mackie College – Findlay.
Addition of new program offering:

**Associate of Applied Science: Architectural Design & Drafting Technology**

The associate degree program in Architectural Design & Drafting Technology is designed to prepare the graduate with the necessary technical knowledge and skills to seek entry-level positions in computer aided design and drafting operations as they support the engineering aspects of residential and commercial building design. The program is designed to provide the student with a combination of computer aided drafting and design skills using current software applications and the general education courses needed to meet the technical and professional demands for these applications in the architectural, construction, and engineering industries.

<table>
<thead>
<tr>
<th>Concentration</th>
<th>48 Quarter Credit Hours</th>
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<tbody>
<tr>
<td>CDE 1100 Fundamentals of Drafting</td>
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<tr>
<td>CDE 1200 Multiview Drawing</td>
<td>.......................................................... 4</td>
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<tr>
<td>CDE 1500 3-Dimensional Graphics</td>
<td>.......................................................... 4</td>
</tr>
<tr>
<td>CDE 1850 Computerized Design for Structural Engineering</td>
<td>............... 4</td>
</tr>
<tr>
<td>CDE 1860 Computerized Design for Mechanical Engineering</td>
<td>........................................ 4</td>
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<td>CDE 1870 Computerized Design for Civil Engineering</td>
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<tr>
<td>CDE 2011 Building Information Modeling I</td>
<td>.............................................. 4</td>
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<tr>
<td>CDE 2012 Building Information Modeling II</td>
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<tr>
<td>CDE 2230 3 Dimensional Visualization I</td>
<td>.................................................. 4</td>
</tr>
<tr>
<td>CDE 2240 3 Dimensional Visualization II</td>
<td>.................................................. 4</td>
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<tr>
<td>CDE 2900 Architectural Design and Drafting Externship</td>
<td>............................................... 4</td>
</tr>
<tr>
<td>MC 1150 Introduction to Microcomputer Applications</td>
<td>............................................... 4</td>
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<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>48 Quarter Credit Hours</th>
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<tbody>
<tr>
<td>CF 1100 Professional Development</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>CM 1200 Effective Public Speaking*</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>CM 1800 Ethics</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>EN 1101 Composition I*</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>EN 1102 Composition II*</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>EN 1200 Business Communications</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>EN 2000 Introduction to Literature*</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>MC 1211 Spreadsheets I</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>MT 1800 College Algebra</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>PHY 1100 Physics</td>
<td>.................................................................. 4</td>
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<tr>
<td>PS 1200 Principles of Psychology*</td>
<td>.................................................................. 4</td>
</tr>
<tr>
<td>SO 1200 Principles of Sociology*</td>
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</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required** 96

*Indicates a general education course
Addition of new program offering:

**Diploma: DENTAL ASSISTANT**

Graduates of the program will be prepared to work as a member of the dental health team, and to assist the dentist in all phases of dentistry. The program includes general and specialty dentistry, chairside procedures, radiology, and laboratory and business office assisting.

Upon successful completion of the program, graduates will be able to:

- Use the terminology, equipment and materials commonly encountered in the modern dental office
- Assist the dentist, other members of the dental healthcare team and dental patients in the delivery of quality dental health care
- Apply the program learning to the effective administration of a dental office
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 1361 Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CF 1100 Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>EN 1200 Business Communications</td>
<td>4</td>
</tr>
<tr>
<td>HCA 1700 Dental Administrative Practices</td>
<td>4</td>
</tr>
<tr>
<td>HSC 1762 Head &amp; Neck Anatomy</td>
<td>4</td>
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<tr>
<td>HSC 1770 Dental Materials</td>
<td>4</td>
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<tr>
<td>HSC 1780 Dental Radiologic Techniques</td>
<td>4</td>
</tr>
<tr>
<td>HSC 1791 Chairside Assisting I</td>
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</tr>
<tr>
<td>HSC 1792 Chairside Assisting II</td>
<td>4</td>
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<tr>
<td>HSC 1799 Dental Assistant Externship</td>
<td>4</td>
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<tr>
<td>MC1150 Introduction to Microcomputer Applications</td>
<td>4</td>
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<tr>
<td>ME 1110 Medical Terminology</td>
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</table>

Total Quarter Credit Hours Required 48
**Associate of Applied Science: VETERINARY TECHNOLOGY**

The program in Veterinary Technology is a two-year program designed to provide students the knowledge and skills needed to obtain entry-level employment in a variety of modern veterinary clinical settings and veterinary-related fields. Graduates of the program will be able to provide a wide range of clinical skills including animal patient care, laboratory procedures, medical imaging, anesthesia administration and monitoring, and surgical assisting for a variety of domestic animals. These skills combined with the knowledge gained through general education courses will enable graduates to be successful as veterinary technicians in all fields of veterinary medicine.

Graduates of the program will be able to:

- Possess the natural science knowledge informing the study of an animal health program.
- Exhibit the level of knowledge and skills needed for entry-level employment as a veterinary technician.
- Apply knowledge in the care of animals using the utmost humane and ethical practices.
- To conduct themselves as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

### Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>VT 1100</td>
<td>Small Animal Medicine I</td>
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</tr>
<tr>
<td>VT 1200</td>
<td>Veterinary Lab Procedures I</td>
<td>4</td>
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<td>VT 1220</td>
<td>Veterinary Lab Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>VT 1400</td>
<td>Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>VT 2000</td>
<td>Small Animal Medicine II</td>
<td>4</td>
</tr>
<tr>
<td>VT 2100</td>
<td>Laboratory &amp; Exotic Animals</td>
<td>4</td>
</tr>
<tr>
<td>VT 2200</td>
<td>Veterinary Imaging</td>
<td>4</td>
</tr>
<tr>
<td>VT 2300</td>
<td>Large Animal Medicine</td>
<td>4</td>
</tr>
<tr>
<td>VT 2400</td>
<td>Anesthesia &amp; Surgical Assistance</td>
<td>4</td>
</tr>
<tr>
<td>VT 2900A</td>
<td>Veterinary Externship</td>
<td>4</td>
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<td>VT 2900B</td>
<td>Veterinary Externship</td>
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### Core

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<th>Course</th>
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<tr>
<td>BI 2215</td>
<td>Introduction to Biological Chemistry*</td>
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<td>CF 1100</td>
<td>Professional Development</td>
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<td>MC 1150</td>
<td>Introduction to Microcomputer Applications</td>
<td>4</td>
</tr>
<tr>
<td>MT 1800</td>
<td>College Algebra *</td>
<td>4</td>
</tr>
<tr>
<td>EN 1101</td>
<td>Composition I*</td>
<td>4</td>
</tr>
<tr>
<td>EN 1102</td>
<td>Composition II *</td>
<td>4</td>
</tr>
<tr>
<td>EN 2000</td>
<td>Introduction to Literature *</td>
<td>4</td>
</tr>
<tr>
<td>CM 1200</td>
<td>Effective Public Speaking *</td>
<td>4</td>
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<tr>
<td>PS 1200</td>
<td>Principles of Psychology *</td>
<td>4</td>
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<tr>
<td>SO 1200</td>
<td>Principles of Sociology*</td>
<td>4</td>
</tr>
<tr>
<td>VT 1000</td>
<td>Introduction to Veterinary</td>
<td>4</td>
</tr>
<tr>
<td>VT 1361</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total quarter credit hours required** 96

*Indicates a general education course*
**Diploma: CRIMINAL JUSTICE**

The diploma program in Criminal Justice prepares students for admission to law enforcement academies or entry-level employment in law enforcement, corrections, or investigations through legal, technical, and business coursework.**

**This program is not intended for advancement into law school.**

**Changes to Page 35:**

**Diploma: PARALEGAL ASSISTANT**

The diploma program in Paralegal Assistant is designed to prepare the student seeking to work directly under the supervision of an attorney and perform general work for a law firm. Students train in the many phases of paralegal responsibilities. **

Graduates of the program will be able to:

- Define and discuss the structure and principles of the American legal system and the role of the paralegal within that system.
- Develop and implement a legal research plan using both print and electronic law resources.
- Analyze and categorize key facts pertinent to various scenarios, in order to draw logical conclusions.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

**This program is not intended for advancement into law school.**
Diploma:  

MEDICAL ASSISTANT

The diploma 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.

Graduates of the program will 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.

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<th>Concentration</th>
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<td>Dosage Calculation..................4</td>
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<td>ALH2935</td>
<td>Medical Assisting Externship........4</td>
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<td>HCA1100</td>
<td>Professionalism and Communication in Healthcare Setting........4</td>
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<td>HCA1750</td>
<td>Medical Administrative Practices.............................4</td>
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<td>HCA2500</td>
<td>Medical Ethics..........................4</td>
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<td>HSC1100</td>
<td>Medical Terminology..........................4</td>
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<td>HSC1851</td>
<td>Clinical Procedures I..........................4</td>
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<td>HSC2830</td>
<td>Phlebotomy and Hematology Procedures..........................4</td>
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<td>Professional Development..........................4</td>
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<td>Anatomy and Physiology II..........................4</td>
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<td>SSC1100</td>
<td>Principles of Psychology..........................4</td>
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</table>

Total quarter credit hours required 60
**Additional Program Offerings:**

**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 to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will 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.

<table>
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<th>Concentration</th>
<th>Quarter Credit Hours</th>
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<td>AC 1012</td>
<td>Principles of Accounting II</td>
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<td>AC 1710</td>
<td>Payroll Management</td>
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<tr>
<td>BA 1140</td>
<td>Business Law</td>
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<td>BA 1250</td>
<td>Human Resources</td>
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<td>BA 1300</td>
<td>Small Business Management</td>
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<td>BA 2000</td>
<td>Business Law II</td>
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<tr>
<td>BA 2220</td>
<td>Marketing and Advertising</td>
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<td>BA 2600</td>
<td>Principles of Finance</td>
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<td>BA 3000</td>
<td>Organizational Behavior</td>
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<td>BA 4000</td>
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<td>MC 1211</td>
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<td>Word Processing I</td>
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<td>MC 1700</td>
<td>Professional Presentation Techniques</td>
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<td>MC 3000</td>
<td>Application of Management Information Systems</td>
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<td>MG 3000</td>
<td>Management</td>
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### Core Curriculum

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**Total quarter credit hours required**: 180

*Indicates a general education course
Bachelor of Science: CRIMINAL JUSTICE

The bachelor's degree program in Criminal Justice is designed to prepare graduates to enter the criminal justice field in a number of disciplines. Students are given a broad perspective and critical insight into various segments of the criminal justice system. The program also provides a solid foundation of general education courses designed to prepare the graduate for a well-rounded entry-level career in criminal justice.

Graduates of the program will be able to:

- Apply a broad understanding of law enforcement, the judicial system and the judicial process, demonstrating the standards, principles, and ethical discretion in the criminal justice field.
- Analyze the impact of the criminal justice system on the community.
- Evaluate the justice system and its elements toward social and societal needs.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

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<td>Correctional Systems and Practices</td>
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<td>Introduction to Criminology</td>
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<td>SO 1200 Principles of Sociology*</td>
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</tr>
</tbody>
</table>

Total quarter credit hours required 180

* Indicates a general education course

** This program is not intended for advancement into law school.
Bachelor of Science: HEALTHCARE MANAGEMENT

The bachelor’s degree program Healthcare 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 healthcare careers. The program also incorporates an externship that offers students real-world experience within healthcare facilities that may include hospitals, nursing homes, ambulatory care facilities, physician practices, and pharmaceutical and medical equipment companies.

Graduates of the program will be able to:

▪ Apply learning to the functional role of the manager in a healthcare setting.
▪ Analyze trends in healthcare and internal systems to assure they are adequately matched and working together.
▪ Evaluate the effectiveness of healthcare 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.

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Quarter Credit Hours</th>
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<td>HCA 3180 Health Services Organization and Delivery</td>
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<tr>
<td>HCA 3250 Ethics and Law for Administrators</td>
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<tr>
<td>HCA 3300 Economics of Healthcare</td>
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<td>HCA 3500 Healthcare Marketing and Strategy</td>
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<td>HCA 3700 Health Information Management Systems</td>
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<td>HCA 4100 Leadership in Healthcare Organizations</td>
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<td>HCA 4150 Strategic Management in Healthcare Organizations</td>
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<td>HCA 4450 Risk Management in Healthcare Settings</td>
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<td>ME 1110 Medical Terminology</td>
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<td>ME 1215 Professionalism and Communication in Healthcare Setting</td>
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**Bachelor of Science: HEALTHCARE MANAGEMENT (Continued)**

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<td>HC 1361  Human Diseases</td>
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<td>HM 3000  History of Art Through the Middle Ages*</td>
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<td>MC 1700  Profession Presentation Techniques</td>
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<td>PH 2000  Introduction to Philosophy*</td>
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</table>

**Total quarter credit hours required** 180

* Indicates a general education course
Bachelor of Science: LEGAL STUDIES

The bachelor’s degree program in Legal Studies is designed to prepare graduates to pursue entry-level positions in the legal field. The program is designed to give the graduate a broad understanding of legal theory, subject matter and in-depth analysis of legal issues impacting today’s society. A solid foundation of general education studies is intended to enhance the core set of legal skills.

Graduates of the program will be able to:

- Apply appropriate professional standards and principles, and substantive and procedural law to relevant factual settings.
- Analyze legal issues and prepare appropriately communicated documentation.
- Synthesize prior learning and new issues toward legal problem defense and resolution.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

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<tr>
<th>Concentration</th>
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<td>LG 3000 Bankruptcy Law</td>
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<td>LG 3005 Insurance Law</td>
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**Bachelor of Science: LEGAL STUDIES (Continued)**

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</tbody>
</table>

**Total quarter credit hours required** | 180

* Indicates a general education course

** This program is not intended for advancement into law school.
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.

Prerequisites: None

ALH1610 Dosage Calculation (4 quarter credit hours)
This course will use basic algebra to calculate dosage and dosage rates used to compound prescriptions, prepare intravenous solutions, pediatric doses or special prescriptions. Basic pharmacokinetic principles will also be introduced so that the student has a better understanding of the absorption, distribution, metabolism and excretion of medications.

Prerequisites: MTH0050, or placement through initial academic assessment

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

BA 2000 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: BA 1140

BA 3000 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: BA 1000, PS 1200

BA 4000 Business Administration 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 120 hours.

Prerequisites: Completion of all course requirements or departmental approval

BI 1361 Anatomy and Physiology* (4 quarter credit hours)
This course is an overview of the structure and function of the human body as an integrated whole, including structure of cells, tissues, organ systems, and the mechanisms of disease.

Prerequisites: None

*BI 1361 is a general education class in the bachelor programs only

BI 2100 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: MT 1650, MT 1770, OR MT 1800

BUS1140 Advanced Word Processing (4 quarter credit hours)
Students will learn how to work with multiple page documents, create and modify tables, import and edit graphic designs, desktop publishing and mail merge. Students will also become familiar with automating a variety of documents and templates used in business.

Prerequisites: None

CDE 1100 Fundamentals of Drafting (4 quarter credit hours)
An introductory course in computer-aided drafting (CAD) using standard architectural conventions emphasizing the production of scaled drawings for use in architecture, including orthographic views, correct sheet design, different line weights, architectural lettering, dimensions, symbols, and notation.

Prerequisite: MC 1150

CDE 1200 Multiview Drawing (4 quarter credit hours)
An introductory course in multiview drawing from an architectural perspective, emphasizing the three orthographic views: plane, elevation and section, where students describe design intent through production documents drawn at different scales.

**Prerequisite: CDE 1100**

**CDE 1500 3-Dimensional Graphic (4 quarter credit hours)**
This introductory course in digital 3D graphics introduces a widely-adopted computer-aided drafting program, in which students create finished 3D scenes, including 3D geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

**Prerequisite: CDE 1200**

**CDE 1850 Computerized Design for Structural Engineering (4 quarter credit hours)**
A course in computer-aided drafting (CAD) emphasizing the production of scaled drawings for use in structural engineering, including different foundation types, framing technologies and related details. Students will combine standard architectural drafting conventions with the symbols, notation and numeracy of structural engineering to produce professional-level technical documents.

**Prerequisite: CDE 1500, PHY 1100**

**CDE 1860 Computerized Design for Mechanical Engineering (4 quarter credit hours)**
An introductory course in computer-aided drafting (CAD) emphasizing the production of scaled drawings for use in mechanical engineering, including orthographic views, sheet design, line weights, technical lettering, notation, dimensions, symbols and schematic diagrams.

**Prerequisite: CDE 1500, PHY 1100**

**CDE 1870 Computerized Design for Civil Engineering (4 quarter credit hours)**
A course in computer-aided drafting (CAD) using standard architectural drafting conventions emphasizing the production of scaled drawings for use in civil engineering, including property description, landform, utilities, infrastructure, and related details.

**Prerequisite: CDE 1500, PHY 1100**

**CDE 2011 Building Information Modeling I (4 quarter credit hours)**
An introductory course in digital architectural visualization using a widely-adopted Building Information Modeling (BIM) software program, where students create 2D and 3D digital geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

**Prerequisite: CDE 1850**

**CDE 2012 Building Information Modeling II (4 quarter credit hours)**
An intermediate course in digital architectural visualization using a widely-adopted Building Information Modeling (BIM) software program, where students create 2D and 3D digital geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

**Prerequisite: CDE 2011**

**CDE 2230 3 Dimensional Visualization I (4 quarter credit hours)**
This is a course in digital 3D visualization using a widely-adopted computer software program, in which students create finished 3D scenes, including 3D geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

**Prerequisite: CDE 2012**

**CDE 2240 3 Dimensional Visualization II (4 quarter credit hours)**
This course is one in digital 3D visualization using a second widely-adopted computer software program, in which students create finished 3D scenes, including 3D geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

**Prerequisite: CDE 2012**

**CDE 2900 Architectural Design and Drafting Externship (4 quarter credit hours)**
Students shall be assigned to work in a suitable business that will enhance skills learned during their course of study. The students do not replace employees, but through mentorship, will gain valuable hands-on experience applying the knowledge and skills they have learned. If applicable, all financial compensation to the student while working on the externship site is solely at the discretion of the externship partner (employer).

**Prerequisites: Permission from Department Chair**

**CJ 1002 Introduction to Law Enforcement (4 quarter credit hours)**
This course provides students with a basic understanding of contemporary policing in the United States. The course explores the principles of policing, history of police, police administration, and police operations.

**Prerequisites: None**
CJ 1004  Introduction to Corrections (4 quarter credit hours)
This course is an introduction to the American correctional system. The course provides an overview on all aspects of corrections, including probation and parole.
Prerequisites: None

CJ 3003  Juvenile Delinquency (4 quarter credit hours)
This course integrates sociological theories of delinquency with discussions of what is actually occurring in the social environments, examines types of delinquent behavior, and responses to control, treat, and prevent juvenile delinquency.
Prerequisites: CJ 2250

CJ 3006  Law Enforcement Operations (4 quarter credit hours)
This course covers current research and theory in policing and provides comprehensive presentation of police operations, patrol techniques, cultural diversity, and changes in police administration policy.
Prerequisites: CJ 1002

CJ 3008  Criminalistics I (4 quarter credit hours)
This course is an introduction to the field of forensic science. Students will learn the scientific techniques used by crime laboratories to process crime scenes, collect evidence, and examine physical evidence. The course will focus on how evidence from a crime scene can aid a criminal investigation.
Prerequisites: CJ 2150

CJ 3020  Civil Liability (4 quarter credit hours)
This course addresses issues of civil liability and policy development in federal, state, and local criminal justice agencies with emphasis on the problems confronting agency personnel due to the increased number of civil liability lawsuits. It introduces the student to civil liability generally and the federal law specifically while indicating steps that can be taken to minimize risks.
Prerequisites: CJ 1150, GV 1150

CJ 3021  Probation and Parole (4 quarter credit hours)
This course examines the theory and history of probation and parole and their operation in the criminal justice system.
Prerequisites: CJ 1004

CJ 3022  Juvenile Procedures (4 quarter credit hours)
This course places an emphasis on the juvenile system, process, and law and provides a detailed look at the various phases and nuances of juvenile law.
Prerequisites: CJ 2250

CJ 4003  Critical Issues in Criminal Justice (4 quarter credit hours)
This course will focus on current controversial issues confronting the Criminal Justice System.
Prerequisites: CJ 1150

CJ 4004  Family Violence (4 quarter credit hours)
This course explores the causes, consequences, and prevalence of domestic violence and the law enforcement response.
Prerequisites: CJ 1150

CJ 4005  Community Corrections (4 quarter credit hours)
This course focuses on the dual themes of problem solving and community/police collaboration and partnerships. A historical perspective is presented that details the community policing philosophy and the course provides practical strategies to implement community policing.
Prerequisites: CJ 1004, CJ 1650
CJ 4010  Law Enforcement Supervision and Management (4 quarter credit hours)
This course focuses on law enforcement managers and supervisors, their jobs, and the complicated interrelationships between members of the law enforcement team and the communities they share. Topics covered include; leadership, organizational behavior, and new developments in the field.
Prerequisites: CJ 3006

CJ 4020  Criminalistics II (4 quarter credit hours)
This course will be an in-depth look at specific areas of forensic science. The course will focus on the collection, preservation, and examination of physical evidence, drug analysis, toxicology, biological evidence, firearms, documents, fingerprints, and digital evidence.
Prerequisites: CJ 3008

CJ 4900  Advanced Criminal Justice 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 120 hours.
Prerequisites: Completion of all course requirements or departmental approval

EC 2050  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: MT 1650, MT 1770, OR MT 1800

EC 2150  Principles of Microeconomics (4 quarter credit hours)
Microeconomics is the study of the internal forces in the marketplace. 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: MT 1650, MT 1770 OR MT 1800

EC 3000  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: BA 2600, EC 2150

EDU 1100  Introduction to Early Childhood Education (4 quarter credit hours)
This course is an introduction to the profession of Early Childhood Education. The student will explore the environments, materials and resources that comprise an appropriate educational setting for young children. The student will develop an appreciation for the history of Early Childhood Education and the theories which govern current practices. The student will apply knowledge of child development to developing an appropriate indoor and outdoor environment, developing schedules and selecting appropriate materials and topics for in-depth investigation.
Prerequisites: None

EDU 1121  Child Growth and Development (4 quarter credit hours)
In this course, the student will become familiar with the physical, social, emotional and cognitive development of children from conception to age 8. The student will become familiar with ages and stages of development, theories and theorists, and individual milestones.
Prerequisites: EDU 1100, PS 1200

EDU 1122  Infant and Toddler Development (4 quarter credit hours)
This course addresses those characteristics of infant and toddler programs which are specialized to this population of children. It includes the quality and type of care giving, appropriate environments, meaningful curriculum, effective program management, and nurturing family relationships. Students will explore and examine these concepts so that they may develop their own reflective philosophy of quality care for infants and toddlers.
Prerequisites: EDU 1135

EDU 1125  Developmentally Appropriate Practices in Early Childhood Education (4 quarter credit hours)
This course provides an overview of developmentally appropriate practices for children with a focus on best practices for nurturing the development of the whole child. Current issues such as readiness, whole language, multi-age grouping, and cultural diversity will be addressed with an emphasis on child-centered curriculum.
Prerequisites: EDU 1121
EDU 1135 Principles of Guidance for the Young Child (4 quarter credit hours)
In this course, the student will learn steps for creating a cooperative, respectful community of children and adults. Maturation is a powerful tool for understanding and responding appropriately to various stages of child behavior. This course addresses the integration of information about cultural differences, gender and generational differences, and disabling conditions in solving problems. Students will learn effective classroom management strategies and the linkage between positive guidance and knowledge and application of child development theory.
Prerequisites: EDU 1130, EDU 1150 (Practicum Required)

EDU 1150 Early Childhood Language Arts and Methods (4 quarter credit hours)
The student will focus attention on the development of language and communication skills in the child from birth to age 8. Using a hands-on approach, students will experience a variety of forms of language arts and develop competency in each of these areas. Students will learn to identify the various developmental levels exhibited by children, choose and develop materials that enhance language arts and appreciate the opportunities of everyday experience in creating meaningful communication. The student will also develop strategies for encouraging literacy both in the classroom and in family life.
Prerequisites: EN 1102, EDU 1125 (Practicum required).

EDU 2110 Organization & Administration of Early Childhood Settings (4 quarter credit hours)
In this course, the student will learn how to manage human and financial resources, how to plan for a financially stable enterprise, and how to complete their business tasks more quickly and accurately. Program planning, operational aspects, program services, ethics, and professionalism are covered in this course.
Prerequisites: EDU 2140 (Practicum required)

EDU 2115 Home, School and Community Partnerships (4 quarter credit hours)
This course explores diverse types of families and cultures, and examines the aspects of culture that influences values, methods of child-rearing and family relationships. Using a variety of methods, students will learn to communicate effectively in order to work with families.
Prerequisites: CM 1200, EDU 2140 (Practicum required)

EDU 2140 Assessment in Early Childhood Education (4 quarter credit hours)
This course provides the student with the ability to use a variety of observation and assessment methods in order to understand children’s developmental levels, strengths and capabilities, and areas of need. Students will become familiar with the variety of assessment techniques appropriate to young children and apply them in order to identify developmental levels, interests, and abilities, interpret data collected, and utilize this information to plan curriculum that further enhances and extends the child’s learning and development level.
Prerequisites: EDU 2150 (Practicum required)

EDU 2145 Understanding Special Needs Children (4 quarter credit hours)
This course provides the student with an introduction to children and families with special needs or who are at risk for developmental problems. It will examine disabling conditions, the laws that mandate services to children and families with disabilities, the philosophy of inclusion, and the considerations necessary to provide for a child with a disability in typical settings.
Prerequisites: EDU 2140 (Practicum required)

EDU 2150 Creative Activities for Early Childhood (4 quarter credit hours)
This course provides a sound theoretical basis for the hundreds of practical activities in the arts and across the curriculum. The course addresses differentiated instruction and learning styles as they relate to early childhood education, uses of technology, and two- and three-dimensional art activities. It emphasizes adapting materials and activities for children with special needs and meeting specific learning styles.
Prerequisites: EDU 1125, EDU 1122 (Practicum required)

EDU 2160 Early Childhood Math and Science Methods (4 quarter credit hours)
The student will focus on the logical-mathematical knowledge in children birth to age 8 in order to understand the inter-relationship of math, science and technology. Using a hands-on approach, students will explore and become familiar with various materials used in learning centers to stimulate and develop logic, mathematical, and technological thinking in children. The student will learn to recognize various developmental levels of children’s thinking and plan for these levels both in the creation of materials, organization of settings, and concepts to be taught.
Prerequisites: MT 1800; EDU 1125 (Practicum required)

EN 3000 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: EN 2000
ENG 0050  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.
Prerequisite: Placement through initial assessment

FN 3000  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: AC 1012, BA 2600

HCA1100  Professionalism and Communication in Healthcare 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

HCA 1700  Dental Administrative Practices (4 quarter credit hours)
This course includes theory and practical administration of the dental office. Lectures and role playing activities are related to the responsibilities of the dental assistant. Topics include but are not limited to appointment scheduling, billing, collections, record keeping, clerical and dental supply inventory. Students are introduced to the use of dental practice software with hands on computer experience. Legal responsibilities, interpersonal relations, and interview skills are included
Prerequisite: MC1150; ME 1110; HSC1762; HSC 1770

HCA1750  Medical Administrative Practices (4 quarter credit hours)
This course introduces automated scheduling and billing procedures as well as fundamental accounting, office management and correspondence. In addition, students will be introduced to medico legal 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.
Prerequisites: HSC1100

HCA 2180  Healthcare Delivery Systems (4 quarter credit hours)
This course is an introduction to the healthcare delivery system. It provides an overview of the various forces and elements that shape the way healthcare is delivered and received in the United States.
Prerequisites: HC 1000

HCA2500  Medical Ethics (4 quarter credit hours)
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.
Prerequisites: None

HCA 2800  Issues in Public Health (4 quarter credit hours)
This course explores the societal context of health, illness, and the health care system in American Society. Determinants and measurement of health and disease are examined and an understanding of epidemiology and public health are developed.
Prerequisites: CM 2500, HC 1000

HCA 3180  Health Services Organization and Delivery (4 quarter credit hours)
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.
Prerequisites: HCA 2180
HCA 3250 Ethics and Law for Administrators (4 quarter credit hours)
This course examines legal and ethical dimensions of health care administration. Students learn to integrate ethical and legal aspects into administrative decision-making.
Prerequisites: CM 2500, HC 1000

HCA 3300 Economics of Healthcare (4 quarter credit hours)
This course examines the application of both micro and macro economic principles to the healthcare industry.
Prerequisites: HC 1000

HCA 3500 Healthcare Marketing and Strategy (4 quarter credit hours)
This course will examine the role and function of marketing and strategy development in healthcare 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.
Prerequisites: HCA 2180

HCA 3600 Healthcare Finance (4 quarter credit hours)
This course covers the unique structure and process of financial management in healthcare 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 healthcare reimbursement system is given special attention.
Prerequisites: HCA 3300

HCA 3700 Health Information Management Systems (4 quarter credit hours)
This course examines the design, operation, application, and future of health information management systems.
Prerequisites: HC 1400, MC 1400

HCA 4100 Leadership in Healthcare Organizations (4 quarter credit hours)
This course presents students with leadership fundamentals in healthcare organizations. Interpersonal skills, leadership, ongoing professional development, and strategic management are examined.
Prerequisites: None

HCA 4150 Strategic Management in Healthcare 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: HCA 3500, HCA 4100, MT 3000

HCA 4450 Risk Management in Healthcare Settings (4 quarter credit hours)
This course examines various risk factors and methods of managing risk in healthcare organizations. Strategies for prevention, intervention, and remediation of risk will be explored.
Prerequisites: HCA 2800, HCA 3250, HCA 3600

HCA 4850 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: HCA 3600, HCA 3700, HCA 4150

HCA 4900 Healthcare Management 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 120 hours.
Prerequisites: Completion of all course requirements or departmental approval
HM 3000  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: EN 1102, MC 1150

HM 3100  History of Art from the Middle Ages to 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: EN 1102, MC 1150

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.  
Prerequisites: None

HSC 1762  Head and Neck Anatomy (4 quarter credit hours)
This course provides a detailed study of the orofacial and related structures of the head and neck including, but not limited to the eruption, identification and function of the human dentition, study of bony, circulatory, muscular and nervous systems of the head and neck and surrounding structures associated with the oral cavity. A brief introduction to oral histology and embryology will be included. 
Prerequisite: BI 1361

HSC 1770  Dental Materials (4 quarter credit hours)
The student is introduced to the various materials used in the dental office. The physical and chemical properties of these materials are included. Emphasis is placed on manipulation and practical application of basic dental materials in the laboratory sessions. The maintenance and use of laboratory equipment, the proper handling of potentially hazardous wastes, and infection control procedures are included. Also, manipulation and application of more complex dental materials used with advanced operative procedures; infection control; and handling of potentially hazardous wastes.  
Prerequisite: HSC 1762

HSC 1780  Dental Radiologic Techniques (4 quarter credit hours)
This course concentrates on the principles of radiology, X-ray production, radiation safety, and health practices and hazards, including quality assurance and regulations. Radiographic interpretation, evaluation of common radiographic inadequacies, film identification, and mounting and darkroom procedures are included. In the required college laboratory sessions, exposing, processing, and mounting of intra-oral and extra-oral radiographs will be completed.  
Prerequisite: HSC 1762

HSC 1791  Chairside Assisting I (4 quarter credit hours)
This course provides an introduction to chairside assisting. The principles and skills of chairside assisting are cultivated by observation, discussion, study, demonstration and practice in the laboratory sessions. Emphasis is placed on care of equipment and instruments, oral examinations and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, cavity preparation, and sterilization and infection control procedures. 
Prerequisite: HSC 1770; HSC 1780

HSC 1792  Chairside Assisting II (4 quarter credit hours)
This course content builds upon the knowledge and skills gained in Chairside Assisting I, and includes development of concepts and procedures included in restorative and other dental specialties. Specific surgical and restorative instruments, rubber dam and matrix band placement along with all dental specialty procedures and instruments will be addressed. Classroom teaching methods include instructor lecture and demonstration, instructor questioning with feedback, and case studies. Teaching methods for the laboratory component include demonstration of procedures, equipment and instruments; and student practice with instructor feedback.  
Prerequisite: HSC 1791

HSC 1799  Dental Assistant 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 120 hours.
Prerequisite: Complete of all course requirements or departmental approval

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: SCI1352

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

LG 2000 Estate Planning and Probate (4 quarter credit hours)
This course examines the transferring of assets, trusts, wills, gifts, administration of decedents’ estates, federal and state taxes, and administrator’s responsibilities. Students will be exposed to the practical application of estate planning through the hands-on review of considerations, problems, and documents related to this area. They will also use and become familiar with software designed to expedite the process of drafting legal documents.
Prerequisites: MC 1150, PL 1230

LG 3000 Bankruptcy Law (4 quarter credit hours)
This course provides an overview of the federal bankruptcy law and rights of creditors and debtors. Emphasis is placed upon bankruptcy procedures in Chapter 7, 11, 12, and 13 of the U.S. Bankruptcy Code. Upon completion, students, under the supervision of an attorney, should be able to prepare and file bankruptcy forms, collection letters, and UCC search, and post-judgment collections such as garnishment.
Prerequisites: MC 1150, PL 1123

LG 3003 Administrative Law (4 quarter credit hours)
This course presents basic concepts of administrative law and procedure in federal and state agencies. Topics include representing clients before administrative bodies, agency operation, adjudication, constitutional questions, statutory issues, and appeals. Students will learn both formal and informal advocacy techniques. This course will offer a practical approach to administrative law with hands on learning of documents, forms, and the legal theories behind them.
Prerequisites: MC 1150, PL 1123

LG 3005 Insurance Law (4 quarter credit hours)
Principles of risk and insurance are studied in this course. Basic types of insurance, including automobile, homeowners, commercial, and medical are introduced. Students will learn practices and techniques of insurance defense attorneys and work on case files involving insurance claims. Insurance law will be examined by studying contract law and public policy and how each affects the other.
Prerequisites: MC 1150, PL 1123
LG 3006  Immigration Law (4 quarter credit hours)
This is a practical course on immigration law and procedures including the history and administration of US immigration law. Topics include citizenship, admission to the U.S, refugees, and political asylum. Students will gain experience in filling out numerous immigration forms, including application for naturalization and application for employment authorization.
Prerequisites: MC 1150, PL 1123

LG 3010  Real Estate Law (4 quarter credit hours)
This course develops the student’s understanding of ownership, deeds, mortgages, easements, landlord/tenant relations, liens, and eviction procedures. An examination is made of the mechanics of transferring interest in real estate property. It deals with the nature of real estate property interests, sources of law, methods of conveyance, the financing of real estate transactions, contracts for sale, methods of encumbering property, the role of the real estate broker, title searches, title insurance, and real estate closings. Emphasis is placed upon local laws and methods of practice, including the use of present day technology. Further, the course is designed to teach the prospective paralegal how to assist an attorney in closing a real estate transaction
Prerequisites: MC 1150, PL 1123

LG 3140  Torts and Remedies (4 quarter credit hours)
The course familiarizes the student with the substantive law of torts. A tort is a civil wrong, other than a breach of contract that causes injury for which our legal system provides a remedy. Concentration will be in three main areas – intentional torts, strict liability torts, and negligence law. The student will study torts related to property, personal injury and economic relations. The course will also examine various equitable remedies. Finally, students will analyze the specific elements required to establish defenses, damages, and immunities.
Prerequisite: BA 1140, PL 1123

LG 4000  Advanced Legal Research (4 quarter credit hours)
This course is a comprehensive examination of legal resources and references. It allows the student to apply analytical and logical skills to draft legal documents such as a memorandum of law and an appellate court brief.
Prerequisites: MC 1311, PL 1123

LG 4010  Evidence (4 quarter credit hours)
This course is designed to provide a thorough study of the rules of evidence. Emphasis will be placed on application of the rules in preparing and presenting evidence for trial. We will examine the role evidence plays in the legal system and the paralegal's responsibility in finding, collecting, handling, labeling, and preparing evidence for litigation.
Prerequisites: CJ 2150, MC 1150, PL 1123

LG 4030  Employment Law (4 quarter credit hours)
This course is designed to provide students with an overview of the legal relationship between the employer and the employee. Areas covered include federal and state laws governing discrimination, wrongful termination, unionization, and privacy. Students will get practical experience in drafting an employment policy manual that addresses sexual harassment, Americans with Disabilities Act, and other employment issues. Other topics studied include pre-employment concerns, employee benefits, and other ethical issues in employment law.
Prerequisites: EN 1102, LG 4000

LG 4050  Environmental Law (4 quarter credit hours)
This course is a thorough overview of the government systems that form environmental policy. This course covers the federal environmental statutes, including National Environmental Policy Act, Comprehensive Environmental Response, Compensation and Liability Act, Endangered Species Act, Clean Water Act, Toxic Substances Control Act, Resources Conservation and Recovery Act, and Clean Air Act. Administrative procedures used to enforce the various domestic and international laws additionally will be covered. This course will provide students with a working knowledge of the laws that have the most practical significance for practicing environmental lawyers and paralegals.
Prerequisites: PL 1123
MC 3000  Application of 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: BA 1000, MC 1150

MD 1010  Surgical Technology Techniques  (4 quarter credit hours)
This course will provide the student with the fundamental concepts of surgical technology. It will explore the concepts of surgical asepsis, case preparation and instrumentation.
Prerequisites: ME 1352, MD 1855

MG 3000  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: BA 1000, BA 1250, BA 1300, BA 2600

MG 4000  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: BA 2600, EC 2050, MG 3000

MG 4100  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: MG 2000

MK 4000  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. Focus on strategic management and marketing perspective of retail merchandising.
Prerequisites: BA 2220

MK 4100  Consumer Behavior & Marketing 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: BA 2220, MT 1800, PS 1200

MK 4200  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, students 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: BA 2220
MT 3000 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: MT 1800

MTH 0050 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.

Prerequisite: Placement through initial 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: MTH0050 or placement through initial academic assessment

OT 2110 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: OT 1315

OT 2115 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: OT 2110

OT 2220 Intervention in Pediatric 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: OT 2200

OT 2350 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 and 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 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 an occupational therapist. Fine and gross motor assessment procedures will be discussed. Students are also required to provide documentation for the provision of services under simulated conditions. The lab sessions provide the student with an opportunity to practice increasingly complex treatment strategies in simulated conditions.

Prerequisites: OT 2200
OT 2360  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 in simulated experiences.
Prerequisites: OT 2200

OT 2470  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: OT 2350, OT 2360

OT 2990A  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. OT 2990A and OT 2990B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end OT 2990A with a midterm grade of P 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 OT 2990B 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 OT 2990B, OT 2991A, OT 2991B

OT 2990B  Level II Fieldwork  (5 quarter credit hours)
OT 2990B is a continuation of OT 2990A. 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 OT 2990B 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 OT 2990B, as defined by the FPE, the student will be required to repeat both OT 2990A and OT 2990B.
Prerequisites: Completion of OT 2990A.

OT 2991A  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. OT 2991A and OT 2991B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end OT 2991A with a midterm grade of P 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 OT 2991B 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: OT 2990A and OT 2990B
OT 2991B  Level II Fieldwork (5 quarter credit hours)
OT 2991B is a continuation of OT 2991A. 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 OT 2991B 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 OT 2991B, as defined by the FPE, the student will be required to repeat both OT 2991A and OT 2991B.
Prerequisites: OT 2991A

PH 2000  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: None

PHY1100  Physics (4 quarter credit hours)
This course is an introductory, non-calculus course that explores the basic principles of mechanical function, thermal physics and the concepts of physical sound.
Prerequisite: MT1800

PL 4100  Legal Studies 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 120 hours.
Prerequisites: Completion of all course requirements or departmental approval

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, academic policies and issues, time management, problem solving, and effective and ethical use of resources.
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, will research target companies for employment, will engage in program assessment activities, as well as will prepare for licensure and certification examinations in field.
Prerequisites: None

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 will also be discussed. The course begins with basic cellular structure and function, then progresses through these selected body systems: integumentary, skeletal, nervous, muscular and senses. A structured lab experience is included. Correct medical terminology is emphasized.
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.
Prerequisites: SCI1351
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

VT2900A  Veterinary Externship (4 quarter credit hours)
Students are assigned to work in a veterinary office or other veterinary facility appropriate for the application of the full range of skills learned in the curriculum, thus gaining practical experience in the professional environment. The student should be able to demonstrate entry-level proficiency in all skills, tasks, competencies, and program outcomes for the externship readiness. The student may be required to remediate with the faculty any deficiency before or during placement in a care facility. This course represents the first 120 hours of 360 hours of externship experience.
Prerequisite: Completion of all other course requirements or departmental approval

VT2900B  Veterinary Externship (4 quarter credit hours)
This course is a continuation of VT2900A. Students are assigned to work in a veterinary office or other veterinary facility appropriate for the application of the full range of skills learned in the curriculum, thus gaining practical experience in the professional environment. The student may be required to remediate with the faculty any deficiency before or during placement in a care facility. The externship may be in the same or a different location than that of the prior course. The externship requires the second 120 hours for a total of 240 hours of the 360 hours of externship experience.
Prerequisite: VT2900A

VT2900C  Veterinary Externship (4 quarter credit hours)
This course is a continuation of VT2900B. Students are assigned to work in a veterinary office or other veterinary facility appropriate for the application of the full range of skills learned in the curriculum, thus gaining practical experience in the professional environment. The student may be required to remediate with the faculty any deficiency before or during placement in a care facility. The externship may be in the same or a different location than that of the prior course. The externship requires the third 120 hours, thus completing the 360 hours of externship experience.
Prerequisite: VT2900B
Effective June 2011-renumbering of the following course numbers:

<table>
<thead>
<tr>
<th>Old Course</th>
<th>New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG0050 Fundamentals of English</td>
<td>SSE0050 Fundamentals of English</td>
</tr>
<tr>
<td>MTH0050 Fundamentals of Mathematics</td>
<td>SSE0070 Fundamentals of Mathematics</td>
</tr>
</tbody>
</table>

Effective December 2011-renumbering of the following course numbers:

<table>
<thead>
<tr>
<th>Old Course</th>
<th>New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME1351 Anatomy and Physiology I</td>
<td>SCI1351 Anatomy and Physiology I</td>
</tr>
<tr>
<td>ME1352 Anatomy and Physiology II</td>
<td>SCI1352 Anatomy and Physiology II</td>
</tr>
<tr>
<td>CF1100 Professional Development</td>
<td>PSS1100 Professional Development</td>
</tr>
</tbody>
</table>

Effective January 2012-renumbering of the following course numbers:

<table>
<thead>
<tr>
<th>Old Course</th>
<th>New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1101 Composition I</td>
<td>COM1101 Composition I</td>
</tr>
<tr>
<td>EN1102 Composition II</td>
<td>COM1102 Composition II</td>
</tr>
<tr>
<td>MT1800 College Algebra</td>
<td>MTH1800 College Algebra</td>
</tr>
<tr>
<td>CM1800 Ethics</td>
<td>PSS1800 Applied Ethics</td>
</tr>
<tr>
<td>CM2500 Medical Ethics</td>
<td>HCA2500 Medical Ethics</td>
</tr>
<tr>
<td>ME2430 Urinalysis and Microbiology Procedures</td>
<td>HSC2840 Urinalysis and Microbiology Procedures</td>
</tr>
<tr>
<td>ME1215 Professionalism &amp; Communication in a Health Care Setting</td>
<td>HCA1100 Professionalism &amp; Communication in a Health Care Setting</td>
</tr>
</tbody>
</table>

Additions to section: Academic Resources, Policies and Procedures, Page 58

ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

Higher Education Opportunity Act


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.

Brown Mackie College – Findlay’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. Brown Mackie College – Findlay’s policies prohibit use of the Brown Mackie College – Findlay 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).
Repeats Courses
A student must repeat and pass all courses failed or dropped. A course must be successfully completed as the program defines Course Passed within three attempts, or the student is subject to dismissal from the College. For grade point average calculation purposes, when a student repeats a course, the repeat grade will count in the grade point average calculation for the quarter and will replace the original grade in the cumulative grade point average calculation. It is important to note that while students are allowed to repeat a course under certain circumstances, if the repeat grade is lower than the original grade, the repeat grade is still the grade counted in the quarter grade point average calculation and in the cumulative grade point calculation. Repeated courses will be calculated when determining the program’s maximum timeframe and the incremental completion rate. If students desire the repeat of the 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.

A student will be dismissed if they attempt any course three times without passing it. In some programs such as Dental Assistant, Medical Assisting, Nursing, Pharmacy, Occupational Therapy Assistant, Physical Therapist Assistant, Surgical Technology, or Veterinary Technology the student may only attempt the same course two times without passing it. In the Nursing program, a student will be dismissed if they attempt any three different concentration courses and do not successfully pass.

Definition of an Academic Year
An Academic Year is defined as nine (9) continuous months.

Credit Hour Determination and Outside Work Expectations*
Students can expect at least 10 hours of instructional engagement for every 1 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 20 hours of outside work for every 1 quarter credit hour 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.
Grading System

At the conclusion of each course in the 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 quarter. The criteria for determining a student’s grade shall be as follows (on a percentage of total point basis):

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

In allied health programs, courses that have the following designation ALH, ANH, BI, HSC, MD, ME, PH, PHR, and VT the grade of C is the lowest passing grade and the grades of D+ and D are not awarded. In courses that have the designation of NU, NUR, or PN the grade of B- is the lowest passing grade and the grades of C+, C, D+ and D are not awarded.

Students enrolled in nursing programs must successfully complete the didactic, laboratory and clinical components of the course to pass (NU, NUR, PN prefix). Nursing students must pass each nursing course in their program with a minimum grade of 80%. Laboratory and clinical components will be graded as satisfactory (pass) or unsatisfactory (fail). Students must complete the laboratory/clinical component of the course with a satisfactory (pass) grade. 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.

A student enrolled in an allied health program (Dental Assistant, Medical Assisting, Nursing, Pharmacy, Occupational Therapy Assistant, Physical Therapist Assistant, Surgical Technology, or Veterinary Technology) will be dismissed from that program if he or she requires more than two attempts to successfully complete a course in Allied Health (ALH), Biology (BI), Health Sciences (HSC), Medical Education (ME), Nursing (NU, NUR, PN), Pharmacy (PH, PHR), Occupational Therapy (OT, OTA) Physical Therapy (PT, PTA), Surgical Technology (MD), or Veterinary Technology (ANH, VT). In the Nursing program, a student will be dismissed if they attempt any three different concentration courses and do not successfully pass. An unsuccessful attempt of a course is indicated by a grade of F, NPG, W, or WF.

In those courses restricted to the Occupational Therapy Assistant (OT, OTA prefix) and Physical Therapy Assistant (PT, PTA prefix) programs the grading system is as follows:
Grading System for Occupational Therapy Assistant and Physical Therapy Assistant Programs

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage Breakdown</th>
<th>Quality Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior achievement</td>
<td>93–100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Commendable achievement</td>
<td>85–92</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory achievement</td>
<td>77–84</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Unacceptable achievement</td>
<td>below 77</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete course work</td>
<td></td>
<td>Computed as F in GPA</td>
</tr>
<tr>
<td>IP</td>
<td>In progress</td>
<td></td>
<td>Not Computed</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
<td>Not Computed</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
<td></td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

The grades of Pass (P) and No Pass (NP) are included in the maximum allowable timeframe and incremental completion rate. The grade of In Progress (IP) is not included in the maximum allowable timeframe and incremental completion rate.

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

**Changes to section: Graduation, Page 64**

**Graduation and Commencement Ceremony**

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. Under certain circumstances, degree-candidates within 16 quarter credit hours or one (1) quarter of graduation may be eligible to participate in the Commencement Ceremony, and should consult with campus personnel on their eligibility. Candidates seeking less than a degree are not eligible for this consideration. No certificate representing the degree or diploma is ever issued before all requirements for graduation from the program have been met. 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 — Findlay, the candidate for graduation must:

- Have successfully completed all courses required for the credential sought.
- Have satisfied the College’s residency requirement.
- 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).
- Have a cumulative grade point average of at least 2.00.

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.

**Addition to section: Transferability of College Credits, Page 65**

Additionally, the certificate/diploma programs in Criminal Justice or Paralegal Assistant, associate’s degrees in Criminal Justice or Paralegal and the bachelor’s degrees in Criminal Justice or Legal Studies are not intended for advancement into a law school.

**Revision to section: Standards of Satisfactory Academic Progress, Page 66, Effective October 31, 2011**

**Undergraduate Satisfactory Academic Progress (SAP) Policy and Procedures**

The Satisfactory Academic Progress Policy ensures that all students enrolled in certificate, diploma, and undergraduate degree programs are maintaining satisfactory academic progress towards a successful completion of their academic programs. The criteria and standards contained in this policy are set 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 complies with 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 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 allowable timeframe (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.

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
- Procedure for Appealing Academic/Financial Aid Dismissal
- Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
- 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. In order for a 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 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.

The entire period of a quarter is included in determining a student's Satisfactory Academic Progress. If a student does not attend all parts of an entire quarter (all three months), that entire quarter is not 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 aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

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 3.5 or better are designated as Honor Graduates.

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 (SAP).

   **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 SAP.

   **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 student will result in Academic/Financial Aid Dismissal.

   **Nursing students** must achieve a minimum CGPA of 2.0 and an ICR of 66.6%.

4. 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. Students are not allowed to appeal dismissals for violating the 150% Maximum Time Frame.

5. 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 concerning their exact requirements.

6. 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.

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, a student who attempts but does not pass or withdraws from the same Transitional studies course three times, or in the case of an Occupational Therapy Assistant student two times, is dismissed and there is no right to appeal the termination.

8. 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.

9. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, 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.

   Unless otherwise noted, **Academic/Financial Aid Dismissals** can be appealed. Please see the Appeal Process 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 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. 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. Students are not allowed to appeal dismissals for violating the 150% Maximum Time Frame.

5. 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.

6. 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, a student who attempts but does not pass or withdraws from the same Transitional studies course three times, or in the case of an Occupational Therapy Assistant student two times, is dismissed and there is no right to appeal the dismissal.

7. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, 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.

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

A student enrolled in Transitional studies courses must be able to pass the same Transitional studies course after three attempts, or in the case of an Occupational Therapy Assistant student two attempts, or that student will be academically dismissed.

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

A student will be dismissed if they attempt any course three times without passing it and there is not a right to appeal the dismissal. In the Nursing program, a student will be dismissed if they attempt any three different concentration courses and do not successfully pass and there is not a right to appeal the dismissal. An unsuccessful attempt of a course is indicated by a grade of F, NPG, W, or WF.

In some programs, (Dental Assistant, Medical Assisting, Nursing, Pharmacy, Occupational Therapy Assistant, Physical Therapist Assistant, Surgical Technology, or Veterinary Technology), a student will be dismissed from that program if he or she requires more than two attempts to successfully complete a course in Allied Health (ALH), Biology (BI), Health Sciences (HSC), Medical Education (ME), Nursing (NU, NUR, PN), Pharmacy (PH, PHR), Occupational Therapy (OT, OTA), Physical Therapy (PT, PTA), Surgical Technology (MD), or Veterinary Technology (ANH, VT). An unsuccessful attempt of a course is indicated by a grade of F, NPG, W, or WF.

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

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...
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 if re-admitted.

The Dean of Academic Affairs or 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 Dean of Academic Affairs or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final.

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

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. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible).

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timing and duration of the 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 Operations. Student life issues and making the transition to college are not considered mitigating circumstances under this policy since students have at least two quarters to adjust to college life.

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.

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 remaining coursework by the next measurement point as well as how the student’s progression will be monitored. The Academic Plan must detail specific time frames and student success measures and for Degree Programs can be for up to two quarters. This plan must be reviewed at least on a monthly basis with the student to ensure that designated academic plan is being met and the student is on track to meeting the approved extended timeframe. Failure to meet the established goals approved in the appeal will result in dismissal.
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 academic/financial aid progress must go through the same appeal process. 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.

If the appeal is granted, the re-entering student will be placed on Academic/Financial Aid Probation at the start of their quarter of return. The student must meet the standards of Satisfactory Academic Progress by the end of his or her first quarter if in a diploma program and second quarter if in a degree program (but only if there is a documented Academic Plan) to continue in the program. 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 sit 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.

Upon the Appeals Committee decision, the student is notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final.

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

Students are not allowed to appeal dismissals for violating the 150% Maximum Time Frame.

A student who attempts but does not pass the same Transitional studies course three times, or in the case of an Occupational Therapy Assistant student two times, is dismissed and there is not a right to appeal the dismissal.

A student will be dismissed if they attempt any course three times without passing it and there is not a right to appeal the dismissal.

In the Nursing program, a student will be dismissed if they attempt any three different concentration courses and do not successfully pass and there is not a right to appeal the dismissal.

**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 number of quality credits. 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. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, they do not count in determining the maximum timeframe and the incremental completion rate.

While Transitional studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted no more than three times, or in the case of an Occupational Therapy student two times. Failure to pass the courses within the attempts permitted will result in dismissal from the College and there is no right to appeal the dismissal.

**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) and 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.

A student will be dismissed if they attempt any course three times without passing it and there is not a right to appeal the dismissal. In the Nursing program, a student will be dismissed if they attempt any three different concentration courses and do not successfully pass and there is not a right to appeal the dismissal. An unsuccessful attempt of a course is indicated by a grade of F, NPG, W, or WF.

In some programs, (Dental Assistant, Medical Assisting, Nursing, Pharmacy, Occupational Therapy Assistant, Physical Therapist Assistant, Surgical Technology, or Veterinary Technology), a student will be dismissed from that program if he or she requires more than two attempts to successfully complete a course in Allied Health (ALH), Biology (BI), Health Sciences (HSC), Medical Education (ME), Nursing (NU, NUR, PN), Pharmacy (PH, PHR), Occupational Therapy (OT, OTA), Physical Therapy (PT, PTA), Surgical Technology (MD), or Veterinary
An unsuccessful attempt of a course is indicated by a grade of F, NPG, W, or WF.

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
Credits from transfer courses are calculated in the maximum allowable credits and Incremental Completion Rate requirements as credits attempted and credits earned.

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. Grades from courses taken in a program within the 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 but will be included in the Incremental Completion Rate as credits attempted and credits earned.

Change of Program
Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate’s program to a bachelor’s program in the same major is not considered a change of major. Courses that apply to the second major 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 major, 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 major. Under no circumstances can a request to change majors 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.

Transfers
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. A student who has is on Academic/Financial Aid Dismissal and wishes to transfer to another Brown Mackie College school must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer.

Addition to section: Student Services and Regulations, Page 77

STUDENT SERVICES AND REGULATIONS

Student Right-to-Know Statement
Information on graduation/completion rates for first time, full time students is available on the Student Consumer Information page or you may obtain a hard copy through the Admissions Office. These rates are calculated according to guidelines in the Student Right-to-Know Act.

According to regulations published by the Department of Education the retention rates of certificate or degree seeking first time, undergraduate students must be made available to all enrolled students and prospective students. You may obtain this information in the Admissions Office.

According to regulations published by the Department of Education student body diversity, including the percentage of enrolled, full-time students is available through the Admissions Office.

Revisions to section: Student Services and Regulations, Page 77

Transcripts and Diplomas
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. The diploma is a certificate that indicates completion of a program/course of education or training and reached the required level of competence. Official transcripts and/or diplomas will not be issued to, or on behalf of, students who are not in good standing with their financial obligations to the College. The student’s written authorization submitted to the Office of the Registrar is required for the College to release an official transcript.
STUDENT CONDUCT POLICY

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 Institute'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. Threats to commit self-harm and/ or actual incidents of self-harm by any student

5. Theft, Property Damage and Vandalism
Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
a) Extortion
b) Setting fires, tampering with fire safety and/or fire fighting 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 fire fighting 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 institutions policies on the responsible use of technology including but not limited to
      I. 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. **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.
5. **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.
6. **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.
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 Chief Conduct Officer 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 a 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 Chief Conduct Officer 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 Institute or a member of the Institute community

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, 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 [school name] 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.

GUIDELINES FOR THE RESPONSIBLE USE OF SOCIAL MEDIA

Introduction

Social media sites like Facebook, Twitter, and YouTube have increased in popularity over recent years and have spurred an increase in online interactions between friends and strangers alike. Along with the benefits of online communities, however, come a variety of potential negative consequences of which all students should be aware. The guidelines below are intended to help you avoid these issues as you pursue your personal and professional goals.

Expected Behavior on Social Media Sites Affiliated with the College

- Postings on social media sites affiliated with the school should be respectful and professional.
- School images or logos cannot be used on social media sites unless used officially by the school.
• Potential employers often search social media platforms for applicants’ personal profiles. If you want to be taken seriously, write clear status messages and use proper grammar.
• Use appropriate privacy settings, but know that even if your privacy settings are as strict as possible, you have no expectation of privacy in content you post online.
• Edit the photos and videos you post online. Refrain from posting content that shows you or your friends engaging in illegal or irresponsible activities. Remember that in most circumstances social media posts can be used in court to show that you violated a law.
• Only post and tag photos and videos of others after you have gotten their consent.
• Don’t post private information in public places. Most social media sites have the option to send a direct message to another user. If you need to have a private conversation via social media, use the direct message function.
• You can post open-ended content expressing a point of view, but it’s best to avoid participating in arguments or trash-talking online. If you have an issue with an individual or a company and social media is the only outlet available to you, contact the person or business in private.
• Don’t cyber-stalk. If you don’t get responses to a friend request, wall post, or other messages you leave someone, you are cyber-stalking.
• Never create a social media page for anyone other than yourself without permission.
• Social media is designed to be an open forum, but posts should always be respectful. Avoid posting content that could be construed as discriminatory, defamatory, racist, or could otherwise constitute harassment.
• Respect copyright and fair use laws at all times.
• Always adhere to the terms and conditions of the social media sites you use.

Expected Behavior on Non-Affiliated Social Media Sites
• If you disclose, in any way, the fact that you are a student at the College, you represent the school.
• If you disclose, in any way, the fact that you are a student at the College, your personal, self-hosted social media pages, blogs, and any comments posted to any third-party sites must make it clear that any posts made by you do not represent the opinions or views of the school and that they are your personal views.

Standards for Student-Created Social Media Pages for the College’s Student Organizations
• Students who create social media pages or groups for organizations or groups at the College must include a disclaimer that identifies the page as student-created, not endorsed by the school, and not representative of the views or opinions held by the school.

Violations of the College’s Policies via Social Media Sites
  a. If activity on a social media site violates a school policy, it will be handled according to the procedure outlined in the school’s Student Conduct policy
  b. Online relationships between students and faculty members and online relationships among students are governed by the school’s Sexual Harassment policy.
  c. Discriminatory, racist, or otherwise harassing statements made on social media must be avoided. These types of statements, along with behavior that constitutes “cyber-stalking” and “cyber-bullying” are governed by the school’s No Harassment policy.

Guidelines
• Students in Health-Related Programs must follow these additional guidelines:
  a) Know and understand standards of patient privacy and confidentiality. Maintain patient confidentiality at all times and in all environments, including online.
  b) Always refrain from posting identifiable patient information online.
  c) The College discourages the use of social media to interact with patients. Students should maintain appropriate boundaries with patients at all times, including in online environments.
  d) Use appropriate privacy settings for social media pages and understand that even with the strictest privacy settings, content you post may still be viewed by others, including patients. Unprofessional postings on social media sites can undermine patient trust and your reputation as a healthcare professional.
  e) When a student in a health-related program sees content posted by classmates that violates patient confidentiality, the student has a responsibility to bring the content to his or her classmate’s attention so that it can be removed. The student also has the responsibility to report the conduct to the dean of academic affairs.

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. 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.

**NO HARASSMENT POLICY**

Brown Mackie College - Findlay 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, 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.

**Definition of Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit term or condition of a person’s status in a course, program or activity or in admission, or in an academic decision;
- Submission or rejection of such conduct is used as a basis for an academic decision; or
- 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 work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalk; and displaying sexually suggestive objects or pictures. Brown Mackie College - Findlay prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

**Other Forms of Harassment**

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

**Complaint Procedure**

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the “Student Grievance Procedure”). Students who have been subjected to sexual violence should also review the Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, Brown Mackie College - Findlay will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, Brown Mackie College - Findlay will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

**POLICY CONCERNING SEXUAL VIOLENCE**

Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by Brown Mackie College - Findlay. Complaints of sexual violence should be made to the dean of academic affairs.
Upon learning of possible sexual violence involving a student, Brown Mackie College - Findlay will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If Brown Mackie College - Findlay determines that sexual violence may have occurred, Brown Mackie College - Findlay will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation. Brown Mackie College - Findlay will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to the dean of academic affairs
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
5. Providing academic support services, such as tutoring
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

**Disciplinary Actions and Sanctions**

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College - Findlay’s published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. 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 Brown Mackie College - Findlay’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Students who have been subjected to sexual violence are encouraged to review the **No Harassment Policy**, the **Non-Discrimination Policy**, the **Student Grievance Procedure for Internal Complaints of Discrimination and Harassment** and the **Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office).

**NON-DISCRIMINATION POLICY**

Brown Mackie College - Findlay does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, Brown Mackie College - Findlay will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the Non-Discrimination Policy: the dean of academic affairs

**STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below.

Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether Brown Mackie College - Findlay Non-Discrimination Policy has been violated. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so with the dean of academic affairs. 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 dean of academic affairs will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence 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. When evaluating complaints of sexual harassment, the dean of academic affairs will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

**No Harassment Policy**

The following person has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the Non-Discrimination Policy. The above procedures and policies will be applied to the extent they are consistent with the relevant federal and state laws and regulations. Students who believe they have been subjected to harassment or discrimination should file a complaint under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment, the No Harassment Policy, the Non-Discrimination Policy, the Programs and Procedures Regarding Sexual Assault, and the Student Code of Conduct.

Upon learning of possible sexual violence involving a student, Brown Mackie College - Findlay will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If Brown Mackie College - Findlay determines that sexual violence may have occurred, Brown Mackie College - Findlay will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation. Brown Mackie College - Findlay will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to the dean of academic affairs
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
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Students who have been subjected to sexual violence are encouraged to review the **No Harassment Policy**, the **Non-Discrimination Policy**, the **Student Grievance Procedure for Internal Complaints of Discrimination and Harassment** and the **Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office).

**NON-DISCRIMINATION POLICY**

Brown Mackie College - Findlay does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, Brown Mackie College - Findlay will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the Non-Discrimination Policy: the dean of academic affairs

**STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below.

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1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so with the dean of academic affairs. 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 dean of academic affairs will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence 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. When evaluating complaints of sexual harassment, the dean of academic affairs will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. 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 school 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 dean of academic affairs may be appealed by either the complainant or the accused by petitioning the President's Office of Brown Mackie College - Findlay. The written appeal must be made within 20 calendar days of receipt of the determination letter from the dean of academic affairs. The President, or his/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. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in Brown Mackie College – Findlay’s Academic Catalog.

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 or visit the website at http://www.ed.gov/ocr.

Complaint Procedure and Resolution Process

In order to provide an effective and equitable means of resolving student complaints, a process is available to any student who believes that the 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 whom issues and concerns should be addressed. These are as follows:

- **Faculty**
  - Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.)
- **Department Chair/Program Administrator**
  - Unresolved academic issues pertaining to the student’s program (as program objectives, curriculum, graduation requirements, licensure examinations, faculty, etc.)
- **Academic Affairs Office**
  - Unresolved issues pertaining to faculty, curriculum, grades, attendance, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues which may impact the student’s education
- **Office of the Registrar**
  - Resolution of issues involving course scheduling and obtaining transcripts
- **Student Financial Services Department**
  - Resolution of issues involving loans, grants, deferments, verification, federal funding, and consequences of withdrawal
- **Student Accounting Office**
  - Resolution of issues involving the status of the student’s account and issues of billing (as monthly payments, book returns, financial arrangements, fees, etc.)
- **Office of Career Services**
  - Full-time and part-time employment assistance, employment correspondence, and related employment services
- **Campus President**
  - Resolution of an issue in any area above which remains unresolved by the employee to whom the issue has been properly addressed
- **Group Vice President**
  - Resolution of issues unresolved through the campus’s complaint and resolution process.

However, a student who believes that his or her complaint remains unsatisfactorily resolved by the College may refer the complaint to the appropriate office below:

**ARBITRATION**

**Arbitration**

Every student and Brown Mackie College-Findlay agrees that any dispute or claim between the student and Brown Mackie College-Findlay (or any company affiliated with Brown Mackie College-Findlay), or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student’s enrollment or attendance at Brown Mackie College-Findlay whether such dispute arises before, during, or after the student’s attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student’s or Brown Mackie College-Findlay’s election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student’s right, if any, to file a grievance with any state educational licensing agency.

Either party may elect to pursue arbitration upon written notice to the other party. Such notice must describe the nature of the controversy and the remedy sought. If a party elects to pursue arbitration, it should initiate such proceedings with JAMS, which will serve as the arbitration administrator pursuant to its rules of procedure. JAMS can be contacted as follows:
This provision does not preclude the parties from mutually agreeing to an alternate arbitration forum or administrator in a particular circumstance. If either party wishes to propose such an alternate forum or administrator, it should do within twenty (20) days of its receipt of the other party’s intent to arbitrate.

Brown Mackie College-Findlay agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student’s claim exceeds the relevant jurisdictional threshold, Brown Mackie College-Findlay reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR BROWN MACKIE COLLEGE-FINDLAY CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR’S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR’S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR BROWN MACKIE COLLEGE-FINDLAY WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student’s written request, Brown Mackie College-Findlay will pay the filing fees charged by the arbitration administrator, up to a maximum of $3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators’ fees, and attorney, expert, and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student’s relationship with Brown Mackie College-Findlay.

The above supersedes any inconsistent arbitration provision published in any other document.

The above supersedes any inconsistent arbitration provision published in any other document such as your catalog.

Revisions to section: Complaint and Resolution Process, Page 90
Addition to Page 92: *Tuition, Fees and Refund Policy*

**Effective October 3, 2011**

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**Tuition and Fees**

**Tuition** $294.00 per credit hour. Applies to costs of instruction.

General Fee $15.00 per credit hour. Applies to costs of institutional activities and services.

General Fee $25.00 per credit hour. Applies to costs of institutional activities and services for Practical Nursing new and reenrolls effective 1/1/08.

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

Textbooks and other instructional materials Costs will vary by program.

**Tuition** for all courses in the Practical Nursing program is $361.00 per credit hour as assessed by the academic quarter for all students.

**Tuition** for all courses in the Occupational Therapy Assistant program is $361.00 per credit hour as assessed by the academic quarter for all students.

**Tuition** for all courses in the Surgical Technology program is $340.00 per credit hour as assessed by the academic quarter for all students.

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

If payment is not made on the due date, the student may be suspended from class until the payment is made. No grade reports or transcripts will be issued to a student with a past due account.

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**Revisions to section: Tuition, Fees, and Refund Policy, Page 92**

**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**

The College is entirely self-supporting. The admission of a student affects seat assignment in classes, hiring of faculty, assignment of instructional equipment, and other provisions by the administration that must be contracted in advance. For this reason, there will be no refund of tuition or fees except as indicated below.

**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 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 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: Unsubsidized Stafford Loans, Unsubsidized Direct Loans, Subsidized Stafford Loans, Standardized Direct Loans, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 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 for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution 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 include 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

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the percentage of the term completed in which the student withdraws:

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 tuition paid in advance shall be refunded.

Any student who begins classes and then withdraws, or is terminated by the institution, prior to the end of any quarter will be refunded tuition and fees on the following basis. If the last date of attendance is:

- 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.

The student’s last date of attendance (LDA) 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 Financial Aid Office for advising and information concerning loan repayment.

If kits, components of the kit, books, or supplies are returned to the College store in re-sellable condition within 21 days of withdrawal, a credit will be given.

Examples of the calculations for this policy are available in the Student Accounting Office.

Cancellation of Enrollment

A full refund will be made to any student who cancels the enrollment contract by submitting notice in writing within 6 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.
FINANCIAL ASSISTANCE PROGRAMS

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 Brown Mackie College – Findlay. 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.

President’s Scholarship
Each year, the College makes available scholarships of $1000 each to qualifying seniors from area high schools. Up to three (3) scholarships may be awarded per high school. In order to qualify, a senior must be graduating from a participating 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 the College’s degree programs. Students awarded the scholarship must start at the College by the September immediately following their high school graduation. Applications for these scholarships can be obtained from the guidance departments of participating high schools. These applications must be completed and returned to the College by March 31. Those awarded scholarships will be notified by April 30. A list of participating high schools may be obtained from the campus Admissions Office.