BECKFIELD COLLEGE

2019-2020 CATALOG

Published August 23, 2019

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MESSAGE FROM THE PRESIDENT

Welcome to Beckfield College as we celebrate over 30 years of academic excellence! We are dedicated to providing a quality education in a friendly, student-centered atmosphere with individual attention to the needs of our students. You will find that we have an outstanding faculty qualified by academic credentials, professional preparation, and experience. They are committed to creating a meaningful and structured environment that leads to successful learning.

At Beckfield, we believe in designing the College experience around our students' needs to create a student-centered learning environment. We seek to provide hands-on learning opportunities that encourage students to become immersed in and responsible for their education and professional growth with guidance and assistance from staff and faculty. We believe in providing an environment rich in opportunity, encouragement, and methods that allow students to become successful, responsible learners today and competent, accountable leaders of tomorrow.

We are committed to the pursuit of excellence through effectiveness, innovation, and accountability. Please help us achieve excellence by coming to Beckfield with a dedication and commitment to serious learning, which will enable you to reap the maximum benefits from your experience here. We also invite you to become involved in Beckfield College. Doing so will enrich your learning and make the College a better place, because you have been here.

Sincerely,

Diane G. Wolfer
President

ACADEMIC CALENDAR: 2019

2019 WINTER TERM
Monday January 7 – Friday March 29
(Registration Begins weeks 6-8)

Winter – 11 Week Term
Monday January 7 – Monday March 25

Drop-add period: Monday Jan. 7 – Friday Jan. 11
Holiday: Saturday January 19th – Monday January 21st
Final examinations: Tuesday March 19 – Monday March 25

Winter Module A – 6 Weeks
Monday January 7 – Friday February 15
Drop-add period: Monday Jan. 7 – Friday Jan. 11
Holiday: Saturday January 19 – Monday January 21
Clock Hour Holiday Make-up: Friday January 25
Final examinations: Monday Feb. 11 – Friday Feb. 15

Winter Module B – 6 Weeks
Tuesday February 18 – Fri. March 29
Drop-add period: Feb. 18 – 22
Final examinations: Monday March 25 –Friday March 29

2019 SPRING TERM
Monday April 1 – Friday June 21
(Registration Begin week 6-8)

Spring – 11 Week Term
Monday April 1 – Monday June 17

Drop-add period: Monday April 1 – Friday April 5
Holiday: Saturday May 25 – Monday May 27
Final examinations: Tuesday June 11 – Monday June 17

Spring Module A – 6 Weeks
Monday April 1 – Friday May 10
Drop-add period: Monday April 1 – Friday April 5
Final examinations: Monday May 6 – Friday May10

Spring Module B – 6 Weeks
Monday May 13 – Friday June 21
Drop-add period: Monday May 14 – Friday 18
Holiday: Saturday May 25 – Monday May 27
Clock Hour Holiday Make-up: Friday May 31
Final examinations: June 17 - 21

2019 SUMMER TERM
Monday June 24 – Friday September 13
(Registration Begins week 6-8)

Summer – 11 Week Term
Monday June 24 – Monday September 9

Drop-add period: Monday June 24 –Friday June 28
Holidays: Thursday July 4
            Saturday August 31 – Monday Sept. 2
Final examinations:
Tuesday Sept.3 – Monday Sept.9

Summer Module A – 6 Weeks
Monday June 24 – Friday August 2
Holidays: Thursday July 4
Drop-add period: June 24 – June 28
 Clock-Hour Holiday Make-up: Friday July 5
Final examinations: Monday July 29 – Friday Aug. 2

Summer Module B – 6 Weeks
Monday August 5 – Friday September 13
Drop-add period: Monday August 5 – Friday August 9
Holiday: Saturday August 31 – Monday Sept. 2
Clock Hour Holiday Make-up: Friday Sept. 6
Final examinations: Monday Sept. 9 – Friday Sept.13

2019 FALL TERM
Monday September 23 – Friday December 20
(Registration Begin week 6-8)

Fall – 11 Week Term
Monday September 23 –Friday December 13

Drop-add period: Monday Sept 23 – Friday Sept. 27th
Holiday: Saturday Nov. 23 –Sunday Dec. 1
Final examinations: Monday Dec. 9th – Friday Dec. 13

Fall Module A – 6 Week
Monday September 23 – Friday November 1
Drop-add period: Monday Sept 23 – Friday Sept. 27th
Final examinations: Monday Oct 28 – Friday Nov.1

Fall Module B – 6 Weeks
'Monday November 4 –Friday December 20
Drop-add period: Monday Nov. 4 – Friday Nov.8th
Holiday: Saturday   Nov. 23 – Sunday Dec. 1
Final examinations: Monday Dec.16 – Friday Dec. 20

ACADEMIC CALENDAR: 2020

2020 WINTER TERM	
2020 WINTER TERM Monday January 6 – Monday March 27 *(Registration Begins: between weeks 6-8)*	
Winter – 11 Week Term Monday January 6 – Monday March 23 Drop-add period: Monday Jan.6 – Friday Jan. 10 Holiday: Saturday Feb. 15 – Monday Feb. 17 Final examinations: Tuesday March 17 – Monday March 23	**Winter Module A – 6 Weeks** Monday January 6 – Friday February 14 Drop-add period: Monday Jan. 6 – Friday Jan. 10 Final examinations: Monday Feb.10 – Friday Feb. 14
	Winter Module B – 6 Weeks Tuesday February 18 – Fri. March 27 Drop-add period :Monday Feb.17 – Friday Feb. 21 Clock-Hour Holiday Make-up: Friday Feb. 21 Final examinations: Monday March 23 –Friday March 27
2020 SPRING TERM Monday April 6 – Friday June 26 *(Registration Begins: between weeks 6-8)*	
Spring – 11 Week Term Monday April 6 – Monday June 22 Drop-add period: Monday April 6 – Friday April 10 Holiday: Saturday May 23 – Monday May 25 Final examinations: Tuesday June16 – Monday June 22	**Spring Module A – 6 Weeks** Monday April 6 – Friday May 15 Drop-add period: Monday April 6 – Friday April 10 Final examinations: Monday May 11 – Friday May15
	Spring Module B – 6 Weeks Monday May 18 – Friday June 26 Drop-add period: Monday May 18 – Friday May 22 Holiday: Saturday May 23 – Monday May 25 Clock Hour Holiday Make-up: Friday May 29th Final examinations: June 22 – June 26
2020 SUMMER TERM Monday June 29 – Friday September 18 *(Registration Begins between weeks 6-8)*	
Summer – 11 Week Term Monday June 29 – Monday September 14 Drop-add period: Monday June 29 –Thursday July 2 Holidays: July 4 holiday observed Friday July 3 Saturday Sept.5. – Monday Sept. 7 Final examinations: Tuesday September 8th – Monday September 14	**Summer Module A – 6 Weeks** Monday June 29 – Friday August 7 Holidays: Friday July 3 Drop-add period: Monday June 29 – Thursday July 2 Final examinations: Monday August 3 – Friday August 7
	Summer Module B – 6 Weeks Monday August 10 – Friday September 18 Drop-add period: Monday August 10 – Friday August 14 Holiday: Saturday Sept. 5 – Monday Sept. 7 Clock Hour Holiday Make-up: Friday Sept. 11 Final examinations: Monday Sept 14. – Friday Sept 18
2020 FALL TERM Monday September 28 – Friday December 22 *(Registration Begins: between weeks 6-8)*	
Fall – 11 Week Term Monday September 28 – Friday December 18 Drop-add period: Monday September 28 – Friday October 2. Holiday: Saturday Nov. 23 –Sunday Nov.29 Final examinations: Monday Dec. 14 – Friday Dec. 18	**Fall Module A – 6 Week** Monday September 28 – Friday November 6 Drop-add period: Monday Sept 28 – Friday Oct. 2 Final examinations: Monday Nov 2 – Friday Nov. 6
	Fall Module B – 6 Weeks Monday November 9 – Tuesday December 22 Drop-add period: Monday Nov.9 – Friday Nov. 13 Holiday: Wednesday Nov 25. – Sunday Nov. 29 Final examinations: Wednesday Dec.16 – Tuesday Dec. 22nd

ACADEMIC CALENDAR: 2021

2021 WINTER TERM
Monday January 11 – Monday March 30
(Registration Begins: between weeks 6-8)

Winter – 11 Week Term Monday January 11 – Monday March 29 Drop-add period: Monday Jan.11 – Friday Jan. 15 Holiday: Saturday Jan. 16- Monday Jan. 18th Final examinations: Tuesday March 23 – Monday March 29	**Winter Module A – 6 Weeks** Monday January 11 – Monday Feb. 22 Holiday Monday January 18th Drop-add period: Monday Jan. 11 – Friday Jan. 15 Final examinations: Tuesday Feb.16 – Monday Feb. 22
	Winter Module B – 6 Weeks Tuesday February 23 – Tuesday March 30 Drop-add period :Monday Feb.22 – Friday Feb. 26 Final examinations: Tuesday March 23 – Tuesday March 30

2021 SPRING TERM
Monday April 5 – Monday June 28
(Registration Begins: between weeks 6-8)

Spring – 11 Week Term Monday April 5 – Tuesday June 22 Drop-add period: Monday April 5 – Friday April 9 Holiday: Saturday May 29 – Monday May 31 Final examinations: Tuesday June15 – Monday June 21	**Spring Module A – 6 Weeks** Monday April 5 – Friday May 14 Drop-add period: Monday April 5 – Friday April 9 Final examinations: Monday May 10 – Friday May 14
	Spring Module B – 6 Weeks Monday May 17 – Friday June 25 Drop-add period: Monday May 17 – Friday May 21 Holiday: Saturday May 29 – Monday May 31 Final examinations: **Monday** June 21 – Friday June 25

2021 SUMMER TERM
Monday June 28 – Monday September 20
(Registration Begins between weeks 6-8)

Summer – 11 Week Term Monday June 28 – Monday September 13 Drop-add period: Monday June 28 –Friday July 2 Holidays: July 4 holiday observed Monday July 5 Saturday Sep. 4. – Monday Sept. 6 Final examinations: Tuesday September 7th – Monday September 13	**Summer Module A – 6 Weeks** Monday June 28 – Friday August 6 Holidays: Monday July 5th Drop-add period: Monday June 28 – Friday July 2 Final examinations: Monday August 2 – Friday August 6
	Summer Module B – 6 Weeks Monday August 9 – Monday September 20 Drop-add period: Monday August 9 – Friday August 13 Holiday: Saturday Sept. 4 – Monday Sept. 6 Final examinations: Tuesday Sept. 14. –Monday Sept 20

2021 FALL TERM
Monday September 27 – Tuesday December 21
(Registration Begins: between weeks 6-8)

Fall – 11 Week Term Monday September 27 – Friday December 17 Drop-add period: Monday September 27 – Friday October 1 Holiday: Saturday Nov. 20–Sunday Nov.28 Final examinations: Monday Dec. 13 – Friday Dec. 17	**Fall Module A – 6 Week** Monday September 27 – Friday November 5 Drop-add period: Monday Sept 27– Friday Oct. 1 Final examinations: Monday Nov 1 – Friday Nov. 5
	Fall Module B – 6 Weeks Monday November 8 – Tuesday December 21 Drop-add period: Monday Nov.8 – Friday Nov. 12 Holiday: Wednesday Nov 24. – Sunday Nov. 28 Final examinations: Wednesday Dec.15 – Tuesday Dec. 21

ACADEMIC CALENDAR: 2022

2022 WINTER TERM
Monday January 10 – Tuesday March 29
(Registration Begins: between weeks 6-8)

| **Winter – 11 Week Term**

Monday January 10 – Monday March 28
Drop-add period: Monday Jan.10 – Friday Jan. 14
Holiday: Saturday Feb.19 – Monday Feb. 21st
Final examinations: Tuesday March 22 – Monday March 28 | **Winter Module A – 6 Weeks**
Monday January 10 – Friday Feb. 18
Holiday Monday Feb. 21
Drop-add period: Monday Jan. 10– Friday Jan. 14
Final examinations: Monday Feb.14 – Friday Feb. 18 |
| | **Winter Module B – 6 Weeks**
Tuesday February 22– Tuesday March 29
Drop-add period :Tuesday Feb.22 – Friday Feb. 25
Final examinations: Tuesday March 22 – Tuesday March 29 |

2022 SPRING TERM
Monday April 4 – Monday June 21
(Registration Begins: between weeks 6-8)

| **Spring – 11 Week Term**

Monday April 4 – Monday June 20
Drop-add period: Monday April 4 – Friday April 8
Holiday: Saturday May 28 – Monday May 30
Final examinations: Tuesday June 14 – Monday June 20 | **Spring Module A – 6 Weeks**
Monday April 4 – Friday May 16
Drop-add period: Monday April 4 – Friday April 8
Final examinations: Monday May 9 – Friday May 13 |
| | **Spring Module B – 6 Weeks**
Monday May 16 – Tuesday June 21
Drop-add period: Monday May 16 – Friday May 20
Holiday: Saturday May 28 – Monday May 30
Final examinations: **Monday June 13th - Tuesday June 21st** |

2022 SUMMER TERM
Monday June 27 – Tuesday September 13
(Registration Begins between weeks 6-8)

| **Summer – 11 Week Term**

Monday June 27 – Monday September 12
Drop-add period: Monday June 27 –Friday July 1
Holidays: July 4 holiday observed Monday July 4
       Saturday Sep. 3 – Monday Sept. 5
Final examinations:
Tuesday September 6 – Monday September 11 | **Summer Module A – 6 Weeks**
Monday June 27 – Friday August 5
Holidays: Monday July 4th
Drop-add period: Monday June 27 – Friday July 1
Final examinations: Monday August 1 – Friday August 5 |
| | **Summer Module B – 6 Weeks**
Monday August 8 – Tuesday September 13th
Drop-add period: Monday August 8 – Friday August 12
Holiday: Saturday Sept. 3 – Monday Sept. 5
Final examinations: Tuesday Sept. 6. –Tuesday Sept 13 |

2022 FALL TERM
Monday September 26 – Tuesday December 20
(Registration Begins: between weeks 6-8)

| **Fall – 11 Week Term**

Monday September 26 – Friday December 16
Drop-add period: Monday September 26 – Friday September 30
Holiday: Saturday Nov. 19 –Sunday Nov.27
Final examinations: Monday Dec. 12 – Friday Dec. 16 | **Fall Module A – 6 Week**
Monday September 26 – Friday November 4
Drop-add period: Monday Sept 26– Friday Sept. 30
Final examinations: Monday Oct. 31– Friday Nov. 4 |
| | **Fall Module B – 6 Weeks**
Monday November 7 – Tuesday December 20
Drop-add period: Monday Nov.7 – Friday Nov. 11
Holiday: Wednesday Nov 23. – Sunday Nov. 27
Final examinations: Wednesday Dec.14 – Tuesday Dec. 20 |

MISSION AND OBJECTIVES

Beckfield College is a degree-granting institution of higher learning dedicated to preparing learners for relevant professional, technical and business careers in a diverse, ethical, student-centered environment.

In support of this mission, the College pursues the following principal objectives:
- To provide, in all programs, a substantial concentration of courses designed specifically to prepare students for careers in the professions they have chosen.
- To provide, in degree programs, appropriate general education courses that promote effective communication, sound reasoning and judgment, analytical skills, responsible and ethical behavior, and enlightened accommodation of behavioral and cultural diversity.
- To provide faculty qualified by academic credentials and professional and/or teaching experience with a commitment to students' academic and professional success.
- To provide services for assisting students in resolving issues and difficulties that might obstruct their pursuit of their education.
- To provide library services that support the curriculum and enhance students' effectiveness in academic and professional research.
- To provide career services that assist students and graduates in pursuing employment in careers appropriate to the objectives of their academic programs.

The College has committed itself to preparing students for successful professional careers and providing them a sound basis for understanding and engaging an ever-changing world.

Beckfield College does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, age, disability, national or ethnic origin, or religious belief as to the admission or other treatment of its students, prospective students, employees, or prospective employees.

HISTORY OF THE COLLEGE

Beckfield College, founded by Dr. Harry L. Beck, was originally established in 1984 under the licensure of the Kentucky State Board for Proprietary Education.

The College was established as Educational Services Center dba Kentucky Career Institute. In 2001, the name was changed to Educational Services Center dba Beckfield College. Dr. Beck served as the College's President and CEO until his retirement in the fall of 2006.

The College opened its doors to its first students in September 1984, with its first commencement in November 1986. During its more than 30 years of educating students, Beckfield College has offered programs in business administration, computer network administration, criminal justice, allied health, hospitality administration, nursing, and paralegal studies.

Beckfield College was incorporated in the Commonwealth of Kentucky in May 1989. Its purpose was to provide higher education and technical training to those who demonstrated the ability to benefit from such education and training. In September 2006, Beckfield College was acquired by Quad Partners and became a limited liability company, Beckfield College, LLC. In 2006, upon Dr. Beck's retirement, Dr. Ronald A. Swanson was named President of the College. Upon Dr. Swanson's retirement in 2009, Diane G. Wolfer was appointed President. Under her leadership, the College continues with the same purpose established in 1984: the education and training of students for successful, productive lives in the workplace and in society. With the inclusion of its first baccalaureate degree in 2004, the College came under the licensure of the Kentucky Council on Postsecondary Education.

In 2013, Beckfield College, LLC, acquired a new brand adding more selections to its education options: Larock Healthcare Academy with campuses in Northfield, Columbus and Canton, Ohio.

ACCREDITATION, STATE LICENSURES, AND APPROVALS

National Accreditation: Beckfield College is a senior college accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award baccalaureate degrees, associate degrees, diplomas, and certificates. The Accrediting Bureau of Health Education Schools is recognized by the U.S. Department of Education.

State Licenses and Approvals

Kentucky: The Florence campus is licensed by the Kentucky Council on Postsecondary Education.

Indiana: The institution is authorized by the Indiana Board of Proprietary Education, 402 W. Washington Street, Room W462, Indianapolis, IN 46204.

Ohio: Ohio: The Florence campus is approved by the Ohio State Board of Career Colleges and Schools (Registration Number 2158).

Program Approvals and Certifications

Nursing:

The Florence campus' Practical Nursing diploma program, the Associate of Applied Science Nursing degree program and the Bachelor of Science, Nursing degree program are all approved by the Kentucky Board of Nursing.

The Bachelor of Science, Nursing (RN-BSN) and Bachelor of Science, Nursing) programs are licensed by the Kentucky Council on Postsecondary Education. This baccalaureate degree programs are accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

The Beckfield College Associate of Applied Science in Nursing program at Florence, KY holds accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20032. (Phone) 202-909-2526

The Beckfield College Practical Nursing program at Florence, KY holds accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20032. (Phone) 202-909-2526

The current status of each approval is available from the College's Nursing department.

Massage Therapy: The diploma program in Medical Massage Therapy is approved by the Kentucky Board of Massage Therapy.

Students and others may obtain further information and documents pertaining to the College's accreditation, licensures, and approvals from the College's Office of Education and Accreditation.

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS

Beckfield College is a member of the following organizations and associations:

- American Association of Collegiate Registrars and Admissions Officers
- American Medical Technologist
- Association of Private Sector Colleges and Universities
- Better Business Bureau (Southern Ohio, Northern Kentucky, Southeastern Indiana)
- Cincinnati USA Regional Chamber of Commerce
- Coalition for Educational Success
- Greater Cincinnati Health Council
- Greater Cincinnati Human Resource Association
- Kentucky Association of Career Colleges and Schools
- National Association of Colleges and Employers
- National Association of Student Financial Aid Administrators
- National Health Career Association
- National League for Nursing
- National Technical Honor Society
- Northern Kentucky Chamber of Commerce
- Ohio Association of Career Colleges and Schools
- Project Management Institute
- Service Members Opportunity Colleges Consortium
- Society of Human Resource Management

The College is an authorized Microsoft IT Academy.

The Florence campus' Associate of Applied Science Nursing degree program is a member of the Scholarship of Teaching and Learning and maintains a chapter of the National Student Nurses' Association.

ADMISSION

GENERAL ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS

Meet with Admissions Representative
The applicant must meet with an admissions representative before enrolling in the College. Admissions representatives advise applicants on available programs and admission requirements and assist them in completing the application for admission and in understanding the enrollment agreement necessary for acceptance into a program.

Completion of High School or Equivalent
All applicants must be graduates of legitimate high school programs, have earned a General Educational Development (GED) certificate, or any other high school equivalent determined by the State in which the student obtained the diploma/certificate. (GED refers to a set of standardized examinations entitling those who pass them to receive a credential considered as equivalent to completion of high school.) The following provides a list of methods recognized by the U.S. Department of Education that may be used to document high school equivalency:

- Successful completion of a professional (post bachelors) or doctorate degree program;
- Successful completion of a master's degree program;
- Successful completion of a bachelor's degree program;
- Successful completion of an associate's degree program;
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution or
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

Foreign High School Diploma
The College accepts foreign high school diplomas as proof of graduation. The College does not have the expertise to make that determination itself; therefore, the student should use a foreign diploma evaluation service. The evaluation service determines whether the foreign secondary school credentials are evidence of completing the equivalent of a secondary education in the United States. Any costs associated with having the diploma/transcript evaluated is at the expense of the student.

Proof of High School Graduation
Students must show proof of graduation in order to enroll in the College. Those applicants who have completed a vocational, home school, online, or other alternative high school program may be required to provide documentation of graduation and proof that the curriculum is compatible with a standard high school curriculum.

Other Proof May Be Required
Where doubt exists as to the legitimacy of a high school or the quality of the curriculum, the applicant will be required to provide reliable documentation as requested by the College, pursuant to federal regulations. If such documentation is not provided, the applicant will be ineligible for admission and will not be permitted to attend classes until such proof is provided.

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

The following programs have admission requirements IN ADDITION to the general requirements above:

MEDICAL MASSAGE THERAPY - DIPLOMA

In order to qualify for admission into these programs, applicants must have one of the following:

1. Composite ACT score of 16 dating from within the last 5 years.
2. SAT score of 930 dating from within the last 5 years.
3. Students must earn a qualifying score of 220 on the Verbal section of the Wonderlic Basic Skills Test (WBST) administered by Beckfield College. Only three (3) attempts of the test are permitted to achieve a qualifying score. Applicants are required to take a refresher course prior to a third attempt.
4. Associate or Bachelor degree with a minimum GPA of 2.0.
5. Successful completion of a remedial course at Beckfield College.

BUSINESS ADMINISTRATION – B.S. and A.A.S

In order to qualify for admission into these programs, applicants must meet the following:

1. If it is determined that the student must qualify via the Wonderlic Basic Skills Test (WBST), the student must have a minimum score of 265 in the quantitative and qualitative sections.

NURSING

General Requirements for Admission into the Nursing Program

1. High School Diploma or GED Certificate. Transcripts may be required.
2. An Associate's or Bachelor's Degree qualifies a student academically for the PN and RN programs. Transcripts required.

ACADEMIC QUALIFIERS – ASSOCIATE DEGREE IN NURSING, PRACTICAL NURSING, BACHELOR'S DEGREE IN NURSING

Applicants must have one of the following:

1. ACT score from within last 5 years. Composite score of 16 for PN; 19 for ADN; 20 for BSN.
2. SAT score from within last 5 years. Score of 930 for PN and 1000 for ADN; 1060 for BSN.
3. TEAS score within last year. Score of 56 for PN; 66 for ADN; 76 for BSN. TEAS can only be taken twice per application. Applicants may apply for enrollment twice per year.
4. Wonderlic Basic Skills Test Scores: Quantitative – 265, Verbal – 265 for PN. Quantitative – 315, Verbal – 365 for ADN; Quantitative – 365, Verbal – 365 for BSN. The Wonderlic Basic Skills test may be attempted three times. An applicant is required to take a refresher course prior to the third attempt. The applicant needs only to retest in the section they failed to reach the qualifying score.
5. Successful completion of academic courses offered at an institution whose accreditor is approved by the U.S. Department of Education. Must have a minimum of 24 academic quarter credit hours with a minimum GPA of 2.4 for PN. Must have a minimum of 30 academic quarter credit hours with a minimum GPA of 2.7 for ADN. Must have a minimum of 30 academic quarter credits with a minimum of 2.95 or

higher for the BSN. Occupational associate degrees and non-nursing collegiate diplomas are not recognized as academic qualifiers for admission into any of the nursing programs.

6. ADN and BSN applicants who previously entered into and graduated from a practical nursing program must possess an unencumbered, current Practical Nursing License to qualify for consideration into the RN program. The applicants must provide a transcript from their practical nursing education.

Before being permitted to attend nursing concentration courses, students in either of the RN programs must possess a Practical Nursing Licensure, a Certified Nurse Assistant certificate, or must show proof of completion of a Nurse Assistant program approved by the appropriate state agency, or they must have successfully completed the NUR 100 pre-nursing course at Beckfield College.

Eligibility and Qualification for Enrollment Process

Applicants meet with a nursing admission representative or attend a nursing information session (NIS) to learn about the nursing program. When the candidate chooses the nursing program they are applying to, the nursing admission representative will begin the process to qualify the candidate and guide them through the process. This process includes meeting with a financial aid consultant and the business office if necessary. The candidate will be required to submit a typed essay in response to the question: "Why do you want to be a nurse?"

If the applicant was previously in a nursing program at another institution, the candidate will be expected to address why he/she was not successful with appropriate actions / plans instituted to be successful in this enrollment.

Candidates must also submit to a 30-year criminal background check pursuant to college policy.

Transcripts will be requested in admissions while the candidate is in the first admission meeting. The fee for this electronic transcript will be paid by the College. This will permit the Admissions Department to proceed with the admission process.

Any candidate who tests below the minimum required *Wonderlic* scores will be referred to a refresher course. Candidates may be permitted to complete remediation in Math and/or Verbal. Only <u>ONE</u> remediation is permitted for either or both Math and Verbal per applicant per quarter. Such candidates can be granted a conditional acceptance by the Nursing Admission Committee pending the result of the refresher course and the result(s) of the weak area(s) prior to final acceptance. The *Wonderlic* may be taken three times per application.

Beckfield College students or graduates from non-nursing programs are considered new applicants and will complete the same admission process as other applicants. In other words, the complete application process will be followed and submitted to the Nursing Admission Committee. Such applicants must qualify with one of the academic qualifiers published for the nursing programs (see previous page). All applicants' documents will be reviewed and evaluated by the Nursing Admission Committee for potential admission.

Once all information has been received by the nursing admission representative and the candidate is eligible to apply for enrollment, the information will be presented to the Nursing Admission Committee. The committee may consist of nursing faculty, nursing admission representatives, financial aid representatives, student services staff, and general education faculty. The nursing faculty are the voting members. The Nursing Admission Committee reserves the right to meet with any candidate regarding their application and admission into the program.

The Nursing Admission Committee will meet at least once each month (more often if necessary) to consider the candidates for acceptance for the next nursing program start. Once accepted, candidates will be notified of their acceptance and will meet with financial aid department again to finalize their financial arrangements. Candidates

not accepted will be notified, as well, with instructions on what to do if they wish to be considered for the subsequent nursing program start. Candidates not accepted by the Nursing Admission Committee may appeal to the Vice President of Education or the College President for final consideration by writing a letter. Candidates will be notified of the appeal decision via letter or email within 14 days.

Baccalaureate Degree in Nursing (RN to BSN)

In order to enroll for completion of the baccalaureate degree, the applicant must meet all three of the following requirements:

1. A.A.S. / A.D.N. Degree – An earned associate degree from an institution recognized by the U.S. Department of Education. An unofficial transcript may be presented for conditional enrollment, but Beckfield College must receive an official transcript of the associate degree from the student's prior institution within thirty (30) days of enrollment in order to be permitted to begin the BSN completion program.

2. RN License – A current, unrestricted licensure as a Registered Nurse. (Official documentation of licensure is required for enrollment.)

3. Completion of at least 32 quarter credit hours, or the equivalent, in collegiate general education courses, which must include:
   a. Eight (8) quarter credit hours of Communications
   b. Eight (8) quarter credit hours of Psychology
   c. Twelve (12) quarter credit hours of Science with at least two (2) quarter credit hours in lab
   d. Four (4) quarter credit hours of mathematics

Registered Nurses who are graduates of one of the College's associate degree program in nursing are deemed to have met course and degree requirements for admission into the baccalaureate degree program.

The Nursing Admission Committee will evaluate all documents submitted in determining a candidate's admission to the program. Any exception to these policies must be approved by the Nursing Department. Because enrollment in the program is limited, the College cannot guarantee the date of enrollment for any applicant. All applicants are required to undergo a background check prior to enrollment.

If Beckfield College does not receive official transcripts from the student's prior institution evidencing the associate degree in nursing and the required courses as listed above within thirty (30) days of the student's enrollment, the student will be dis-enrolled and will not be permitted to re-enroll until Beckfield College receives an official transcript from the student's prior institution. Transcripts marked "Issued to Student" are acceptable for initial enrollment, but official transcripts from the student's prior institution are required for official acceptance in the program. The College is currently enrolling for the online version of the RN to BSN program only.

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RESIDENCY REQUIREMENT

With the exceptions noted below, the number of credits applied to a student's program through transfer and proof of proficiency may not exceed 50% of the credit hours required by the student's program, and a student must complete the final quarter (or at least the final 12 credit hours) of his or her program while enrolled at Beckfield College.

Exception 1

Because the residency requirement applies only to individual courses, it may be set aside when a credential earned at another institution is fully accepted as a component of a degree program offered by the College. However, such acceptance may not result in a violation of a program's general education and concentration requirements as these have been determined by the College's accrediting and licensing agencies or its program-approving agencies.

Exception 2

A distinct, active-duty service-member exception can be applied in lieu of the standard residency requirement. Beckfield College limits academic residency to no more than 25% of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled in their degree program. Active-duty personnel seeking an exception to the standard residency requirement must meet with their Academic Dean and submit a written request for a waiver. Reservist and National Guardsmen on active-duty are covered in this same manner.

SUPPLEMENTARY ADMISSIONS POLICIES

Applicant Expectations

Meeting the admission requirements described here does not assure admission to the College, nor does admission to the College assure success in any specific program. Each applicant must be prepared with a serious commitment to learning and must also demonstrate an understanding of the requirements and demands of his or her program, an awareness of the professional objectives of the program, a commitment to completing the program, and the ability to successfully complete the professional and academic coursework required.

Background Checks

Many employers conduct background checks as part of their employment process, and any criminal activity discovered might affect an applicant's eligibility for future clinical or externship assignment, as well as career employment. Applicants with criminal records are strongly urged to discuss their history with the Academic Dean or Director of the program into which they plan to enroll. Some programs deny admission to applicants with criminal records. As noted previously, some programs require a background check for enrollment eligibility.

Other Documentation

Official copies of applicable transcripts, test scores, licensures, certifications, and other documentation must be received by the College before the applicant may begin courses. The College will not accept transcripts that are hand-delivered by the student. All collegiate credits and credentials submitted for admission must have been earned at institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. It is the applicant's responsibility to ensure that the College receives all necessary documentation and that all documentation is in English. The College is not responsible for verifying or evaluating foreign transcripts (see FOREIGN TRANSCRIPTS). All documents submitted for admission become the property of the College.

Misrepresentation

Applicants or students found to have misrepresented their qualifications for admission will be subject to cancellation of their enrollment agreement or, once enrolled, cancellation of their enrollment in the College. Applicable refund of tuition and/or fees will be determined according to the appropriate refund policy (see REFUND POLICIES).

Cancellation of Enrollment Agreement

An applicant may cancel his or her enrollment agreement by giving notice in writing to the Admissions Department within five calendar days after signing the agreement. In the case of cancellation, the College will refund in full all monies collected within forty-five days after notification of cancellation. This policy will not

apply, however, if the student has already attended a class.

Orientation

Newly enrolled students are required to attend an orientation program designed to introduce them to College programs, personnel, resources, policies, and procedures. Orientation is scheduled prior to the start of each quarter. New students are notified of the dates and times of orientation.

Placement Testing

In the absence of transferred courses, placement into appropriate levels of some courses is determined by qualifying SAT or ACT scores or through testing administered by the College. Applicants will be required to enroll in specific developmental courses if such courses are indicated by the score achieved in each area of the test. In order to waive placement testing in a specific skill, an applicant must provide an official transcript showing a grade of at least a C (at least 70%, or 2.00 on a 4.00 scale) in collegiate-level coursework in that skill. Required transcripts must be submitted before the student enrolls in classes. Once placement testing has determined that a student requires a developmental course, no transfer credit will be accepted for any course for which that developmental course is a prerequisite. If any developmental courses are required, the student's total program length may be extended.

Jump-Start Program

High school students who have completed their junior year may enroll in one course per quarter at the College for up to four quarters before and during their senior year under a "non-degree seeking" status (NDS). Students are charged only for their textbooks and other instructional materials during their jump-start enrollment. Credits earned during jump-start enrollment are applied to the student's program upon the student's matriculation in the College. All College policies and procedures pertaining to curriculum, instruction, evaluation, attendance, and conduct apply to courses offered during a jump-start enrollment. Jump-start enrollment is not available in some programs.

Online Enrollments

In addition to the above, enrollment for online programs have the following admissions requirements:

- Confirmation that the technology requirements for online courses have been met
- Submission of writing samples by participating in the orientation forum discussions
- Waiver from or completion of all required developmental reading, writing, or keyboarding courses

Vaccination Policy

Nursing, Allied Health, and Dental Assisting students: Each student must submit evidence of CDC-compliant immunizations before they are permitted to attend clinical nursing courses, clinical assignments, or other health-related externship placements. Required vaccinations may include any or all of the following:

- Hepatitis B: vaccination or positive antibody titer (Anti-HBs)
- Tetanus/Diphtheria
- Varicella
- TB Screening
- Rubeola (Red Measles)
- Rubella (German Measles)
- Mumps
- Flu shot may be required

TRANSFER OF CREDITS AND TRANSCRIPTS

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Beckfield College applies two principles in its evaluation of credits earned at other institutions:

1. A student should not be put under an unnecessary academic or financial burden by having to repeat courses which he or she has substantially and successfully completed at another appropriately accredited institution;
2. A student should not be put in an academic or financial risk by placement into courses for which he or she is not academically prepared.

The College will evaluate courses for transfer if those courses have been earned at post-secondary institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. Only courses that can be applied to the student's program are accepted. In evaluating credits for transfer, the College must consider:

- The age of the credits earned;
- The compatibility of the course with a comparable course in the student's program at Beckfield College, the grade earned in the course, which must be at least a C (at least 70%, or 2.00 on a 4.00 scale);
- The number of credit hours awarded by each eligible course, a semester credit hour converting as 1.5 quarter credit hours; and
- The number of credit hours eligible for transfer as a proportion of the number of credit hours required by the student's program (see RESIDENCY REQUIREMENT in ADMISSION section).

The transfer of technical or program-specific courses may be restricted, and applicants or students may be required to qualify by testing in order to transfer certain other courses, as determined by the appropriate academic department.

All transcripts submitted for transfer credit evaluation must be received by Beckfield College before the end of the student's first term. Students applying for nursing programs MUST submit any transcripts for transfer credit evaluation before the Nursing Admission Committee reviews their initial application.

Evaluation of a collegiate transcript is conducted only after an official transcript has been received directly from the institution at which the courses under consideration were originally earned. Unofficial or hand-delivered transcripts will be evaluated under the following exception:

Exception – Beckfield College will only accept and evaluate hand-delivered transcripts under the following conditions:

1. The College must receive the transcript in an official, sealed envelope that has not been opened or tampered with in any way and dated no more than 30 days before submission.
2. The registrar of the prior institution must have signed or marked the envelope across the closure seal.
3. The envelope is opened by the proper, designated officer at Beckfield College.
4. Transcripts marked "Issued to Student" are acceptable only if all of the above criteria are met.
5. Transcripts marked "Unofficial" are NOT acceptable even if all of the above criteria are met.

Transferred courses are applied to the student's program with a grade of TC (transfer credit), which is not computed in determining the student's grade-point average. Only graded courses taken for collegiate credit will be evaluated for transfer. Courses ineligible for transfer include:

- Courses taken for personal development or non-academic skills
- Courses graded under a pass/fail system
- Courses for which credit was not awarded
- Remedial or developmental courses
- Courses for which non-evaluative grades were assigned
- Courses indicated on only one institution's transcript as transferred from another institution
- English courses completed at institutions in which the curriculum is not delivered in English

It is the responsibility of the applicant or student to ensure that the College receives all necessary transcripts. If transfer of a course is denied and the applicant or student wishes to appeal the denial, he or she will be asked to provide further information about the course. In most cases, this will consist of at least the published course description and/or the course syllabus. All course information submitted must have been in effect when the student completed the course. Appeals must be submitted to the Academic Dean or Director of the department offering the course in question. The Academic Dean or Director will make the final determination and advise the Registrar of that determination.

Once it has been determined through placement testing that a student requires a developmental course, no transfer credit will be accepted for any course for which that developmental course is a prerequisite. A student who has attempted a Beckfield College course for credit is no longer eligible to have that course credited by transfer from another institution.

CREDITS EARNED IN PREVIOUS ENROLLMENTS
If a student has interrupted his or her enrollment or is returning for an additional credential, credits earned in previous enrollments at Beckfield College remain applicable, with the following provisions:
1. Courses earned under a previous catalog must be compatible with the program requirements of the catalog in effect upon the student's return.
2. Older credits, especially in technical areas, may be denied, regardless of the grade, if the content of the course has changed significantly since the course was originally completed.
3. Older credits may be denied if the grade originally earned was below a C.
4. Final determinations of applicability are at the discretion of the Academic Dean or Director of the department offering the course(s) in question.
5. If a student wishes to resume enrollment in a program and the program has been modified during the student's absence, some credits previously earned may no longer be accepted.

CREDITS EARNED AT OTHER INSTITUTIONS DURING ENROLLMENT
Once enrolled, a student who wishes to enroll in a course at another institution in order to transfer the course to his or her program at Beckfield College must first have the course approved by the Academic Dean or Director of the Beckfield College department offering the comparable course. The following conditions apply:
1. The student must submit a written request for the course, which must be approved by the Academic Dean or Director of the department offering the course in question.
2. The request must include sufficient course information provided by the other institution.
3. The College will evaluate courses for transfer if those courses have been earned at post-secondary institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
4. The student must not have attempted the equivalent course at Beckfield College.
5. The student must have satisfied all prerequisites to the course, as prescribed by Beckfield College.
6. The transfer of the course must not violate Beckfield College's residency requirement (see RESIDENCY REQUIREMENT).
7. The student must be in good academic standing when the request is submitted and when the course is entered into the student's Beckfield College transcript.
8. All other requirements pertaining to credit transfer must be met (see TRANSFER OF CREDITS FROM OTHER INSTITUTIONS).

FOREIGN COLLEGE/POST-SECONDARY TRANSCRIPTS
An employment applicant or a student, who wishes to submit a foreign transcript for credits consideration by the College, must first have the transcript evaluated by an agency that has the expertise to evaluate foreign transcripts. The agency must determine the equivalency of the degree to degrees awarded by institutions in the United States. Transcripts in languages other than English must be translated into English. The College will not accept foreign transcripts that are hand-delivered by the student. The evaluation must provide a course-by-course analysis of the transcript, including grade and credit hour equivalencies for each course. If the transcript represents an earned credential, the analysis must indicate an equivalent credential. The applicant or student is

responsible for any fee charged by a credential evaluation service. Further information about credential evaluation services is available from the Office of Admissions. This policy does not apply to foreign high school transcripts sent to the College for enrollment and admissions requirements.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Beckfield College is a nationally accredited professional college whose mission and objectives are directed to educating students for careers in the professions they have chosen and providing services that assist students and graduates in obtaining careers appropriate to the objectives of their academic programs (see MISSION AND OBJECTIVES).

The College has no transfer mission and can therefore make no assurances regarding the transfer of its courses to any other institution. Students should never assume that credits earned at one institution will transfer to another, and no institution can guarantee that its credits will transfer to other institutions. Colleges and universities apply their own policies for evaluating and accepting credits, and many regionally accredited institutions do not accept credits from nationally accredited institutions. Applicants who may wish to transfer Beckfield College credits to another institution must contact that institution to inquire about its transfer policies and should do so before signing any enrollment agreement. Transferring credits earned at Beckfield College is done at the discretion of the receiving institution.

ARTICULATION

Beckfield College Associate of Applied Science, Nursing – NKU Bachelor of Science, Nursing

Beckfield College maintains an articulation agreement with Northern Kentucky University's College of Health Professions whereby graduates of Beckfield College's associate degree program in nursing may apply for admission to the university's Bachelor of Science program in nursing. Specific academic and licensure requirements must be met in order for the graduate to be considered for acceptance into the university's program. Further information about this articulation agreement is available from the Beckfield College Department of Nursing.

Beckfield College Associate of Applied Science, Nursing – NKU Master of Science, Nursing

Beckfield College's Bachelor of Science in Nursing (BSN) holds an articulation agreement with NKU's College of Health Professions to allow students who graduate from Beckfield College with a Bachelor's in Nursing to apply for the Master of Science in Nursing program at NKU. The purpose of the articulation is to provide a basis for a cooperative relationship between Northern Kentucky University and Beckfield College to benefit students who are Registered Nurses and earned a bachelor's degree from Beckfield College and desire a Master of Science from Northern Kentucky University.

Northern Kentucky University will guarantee that students who graduate with a bachelor's degree in nursing from Beckfield College and are Registered Nurses meeting all admission requirements will be considered for acceptance into the Master of Science of Nursing (MSN) program. Admission into the MSN program is highly competitive and there is no guarantee of admission. Students who wish to pursue a MSN at Northern Kentucky University must meet all of the admission criteria as listed on the NKU website or in the NKU online graduate catalog.

An Articulation Agreement is a specific agreement between another institution and Beckfield College regarding specific degree programs. This agreement is designed to provide a list of courses that can be taken at the other institution to satisfy some specific course requirements at Beckfield College. Articulation Agreements are used to help students complete two programs in a timely manner without a loss of credit in the transfer process.

PROFICIENCY CREDIT

Students may have credits applied to their programs through professional certification or training, education

provided by the military services, and such sources as the College Level Examination Program (CLEP). Advanced Placement Exam results from the College Board may also be considered. Crediting of a course through proof of proficiency is indicated in the student's transcript by a grade of PC (proficiency credit), which is not computed in determining the student's grade-point average. It is the student's responsibility to ensure that the College receives acceptable documentation of proficiency. Students may receive credit for certain courses through examinations administered by the College. A student who has attempted a Beckfield College course is no longer eligible to have that course credited by proof of proficiency.

TRANSCRIPTS

The student's academic transcript records every course for which the student has registered, as well as any credentials awarded by the College. A sealed, dated, and signed copy of this record constitutes an official transcript. An official transcript will not be provided to or for any student who has unresolved obligations to the College and will not be released to third parties without the student's or graduate's written authorization. A transcript request form is available in the Registrar's office or online at www.beckfield.edu. No fee is charged for a transcript provided to a student upon his or her graduation. Otherwise, a fee is charged for each official transcript issued (see TUITION AND FEES). Transcripts are normally processed within five business days of the student's or graduate's written request.

Records Retention: For students who have transferred credits or have supplied an official transcript to Beckfield College for any reason, the official transcript from the other institution will be discarded after five years following the student's last date of attendance.

ACCEPTING ELECTRONIC TRANSCRIPTS

Beckfield College will accept electronic transmission of transcripts in the following manner ONLY:

- POTENTIAL STUDENTS wishing to submit electronic transcripts must have official clearing-house electronic transcripts sent to the College at transcripts@beckfield.edu (Florence students).
- POTENTIAL EMPLOYEES wishing to submit electronic transcripts must have official clearing-house electronic transcripts sent to the College at compliance@beckfield.edu.

TUITION, FEES, AND OTHER COSTS OF ATTENDANCE

TUITION

Baccalaureate Degree in Nursing (RN to BSN)_____$12,000^

Diploma, Practical Nursing_____$19,537

* Applies only to last 15 months of the program for Beckfield PN graduates
^ Students may only take those courses that are scheduled and offered during each academic term.

All other programs_____$355 per credit hour

Quarterly tuition for all programs may vary, depending upon
the number of credit hours for which the student is enrolled in each quarter.

COSTS AND FEES APPLICABLE TO ALL PROGRAMS

Registration Fee*(Florence campus)_____$150 upon initial enrollment

Student Resource and Technology Fee_____$165 per quarter

Course Challenge Testing Fee_____$90 (each test attempted)

Graduation Fee_____$100 (each credential awarded)

Transcript Fee_____$5 (each official transcript issued)

Replaced Student Identification Badge_____$5 (each replacement)

* Charged to a continuing student who does not complete registration by the end of the previous quarter.

COSTS AND FEES APPLICABLE TO SPECIFIC PROGRAMS

Laptop Computer_____$550 upon enrollment; $650 - IT programs

Liability Insurance (Allied Health and Nursing)_____$16 per year

ATI Assessment Fee (Practical Nursing)_____$1,700 (program fee)

ATI Assessment Fee (Registered Nursing)_____$2,250 (program fee)

Science Laboratory Fee (Nursing)_____$80 per course with laboratory

Skills Laboratory Fee (Nursing)_____$105 per applicable course

First Quarter Nursing Fee (Nursing, except BSN)_____$187

Laboratory Fee (Allied Health)_____$30 per course with laboratory

Laboratory Fee (Massage Therapy)_____$30 per course with laboratory

Activity Fee (Criminal Justice)_____$45 per quarter

Pinning and Photo Fee (Nursing, except BSN)_____$140 (each credential awarded)

Certain non-institutional costs may be incurred by students for specific expenses, such as those for uniforms, vaccinations, licensing and certification tests, and background inquiries and insurance required by externship and clinical sites. Such costs will vary, and students will be advised if the costs apply. When a change in listed tuition, costs or fees occurs, students will be notified at least 30 days before the increase becomes effective. Any change normally becomes effective upon the start of the quarter following the announcement of the increase, provided that at least 30 days have elapsed since the announcement. Costs of required textbooks, netbooks, laptops, and other course materials, equipment, and supplies may vary with price adjustments made by publishers and vendors. Many of these costs can only be estimated, and, since variable costs are not within the College's control, 30-day advance notification to students may not be possible. However, current estimated costs of such items are available from the Office of Student Financial Services.

FINANCIAL ASSISTANCE PROGRAMS

The available student financial aid programs are designed to assist students in meeting their educational expenses. Financial aid is awarded on the basis of a standardized application and on demonstrated financial need. All financial aid is awarded for one academic year only (three consecutive quarters). Students must reapply for subsequent academic years and must maintain satisfactory academic progress in order to remain eligible for financial assistance (see STANDARDS OF ACADEMIC PROGRESS). Assistance in applying for financial aid programs, as well as information about institutional and Title IV financial assistance programs, is provided through the Office of Student Financial Services.

GRANT PROGRAMS

Pell Grant: Students admitted to the College are eligible to apply for a Federal Pell Grant to help pay for their educational costs. These awards are based on financial need and do not have to be repaid. Interested students should contact the Office of Student Financial Services for assistance in obtaining the necessary documents and in completing the application process, including a Free Application for Federal Student Aid (FAFSA). The Pell Grant is not available to students who have earned a baccalaureate or higher degree. The Pell Grant is limited to lifetime maximums.

Kentucky College Access Program Grant *(Florence campus only)*: This grant is available to students who are enrolled in a program of study leading to a degree. Eligible students must establish financial need by completing a Free Application for Federal Student Aid (FAFSA). Grant recipients must also be U.S. citizens and Kentucky residents. Students who have already received a bachelor's degree are not eligible. Specific enrollment requirements and award amounts are available through the Office of Student Financial Services.

Go Higher Grant Program for Adult Students *(Florence campus only)*: The Go Higher Grant provides up to $1,000 to help cover tuition and book costs for Kentucky residents who are financially needy adult students, age 24 or older, who have not previously attended college and enroll in fewer than six credit hours in a Kentucky college or university. The student must complete the Free Application for Federal Student Aid (FAFSA) as part of the Go Higher Grant application process. The Go Higher Grant Program application form is available in the Office of Student Financial Services.

Academic Achievement Award: Beckfield College recognizes the importance of providing encouragement to students who achieve academic excellence while maintaining regular attendance. Therefore, the College has established an award program to acknowledge academic achievement and encourage attendance. Students who achieve a 4.0 grade-point average in a quarter while maintaining perfect attendance and completing at least twelve credit hours of coursework (not including developmental courses) will receive an award of $150. Students who achieve a 4.0 grade-point average in a quarter while maintaining perfect attendance and completing at least eight credit hours of coursework (not including developmental courses) will receive an award of $100. Perfect attendance requires that the student does not miss any classes and does not arrive late to or leave early from any scheduled classes. This award does not apply to students who are in their last quarter at the College and can be applied to tuition, fees, and book and equipment charges only.

LOAN PROGRAMS

Direct Subsidized Loan: A Federal Subsidized Stafford Loan is available to students who demonstrate financial need. Eligible students can borrow a Direct Subsidized Loan to cover some or all of their need. For a subsidized loan, the U.S. Department of Education pays the interest while the student is in school at least half-time. The amount of the variable, low-interest rate loan cannot exceed financial need. The Office of Student Financial Services will determine eligibility for and assist students in completing the required paperwork for student loans. Maximum and annual loan limits apply.

Direct Unsubsidized Loan: Students are not required to demonstrate financial need to qualify for an Unsubsidized Stafford Loan. Independent students may be able to borrow loan funds beyond the subsidized loan limit. The U.S. Department of Education does not pay interest on unsubsidized loans. The student is responsible for interest that

accrues on the loan from the time the loan is disbursed until it is paid in full. Maximum loan limits apply.

Direct PLUS Loans: The Direct PLUS Program allows parents of eligible dependent undergraduates to borrow money to help pay the cost of education of students. Credit-worthy parents may borrow an amount not to exceed the student's estimated cost of attendance minus any other financial aid the student has been or will be awarded during the enrollment period. PLUS loans may be used in conjunction with other loan programs. Eligibility is not based on financial need. PLUS loans have a variable interest rate that is capped at nine percent. Repayment of principal and interest begins no later than sixty days after the loan is fully disbursed.

Private Loans: Several varieties of alternative private loans are available. Because the terms and conditions of these loans vary, students should inquire about such loans in the Office of Student Financial Services.

SCHOLARSHIPS AND OTHER AWARDS

Kentucky Educational Excellence Scholarship *(Florence campus only)*: To be eligible for the Kentucky Educational Excellence Scholarship (KEES), a student must:
1. Be a Kentucky resident,
2. Attend a participating Kentucky institution of higher education, and
3. Not have been convicted of a felony.
4. Must maintain a G.P.A. of 2.5 and "on track" to graduate within normal completion time.

The KEES scholarship is available to Kentucky high school graduates who are residents of the Commonwealth of Kentucky. KEES awards can be used for a maximum of eight academic terms and must be used within the earlier of receiving a baccalaureate degree or 5 years from high school graduation. KEES awards can be used for fall and spring terms only. The KEES scholarship does not require an application. High schools will send information on all eligible students to the Kentucky Department of Education, which will forward the information to the Kentucky Higher Education Assistance Authority for processing. Award estimates are based on full-time enrollment (12 credit hours per quarter). Awards for students enrolled for 6 to 11 credit hours are prorated. Further information about the KEES scholarship is available from the College's Office of Student Financial Services.

Nursing Incentive Scholarship Fund (Florence campus only): The Nursing Incentive Scholarship Fund (NISF) provides scholarships to Kentucky residents who will be attending approved pre-licensure nursing programs (registered nurse or practical nurse) or graduate nursing programs. NISF recipients are selected individually by the Board, using specified criteria. The amount of each scholarship is $3,000 per year. NISF scholarships may be used for cost of living expenses, as well as school expenses.

Qualifications:

An applicant for an NISF award must be a Kentucky resident, and have been admitted to a nursing program (whether located in Kentucky or not) completing core nursing courses. Students completing prerequisite classes are not eligible to apply. Preference for awards is given to applicants with financial need, LPNs pursuing RN education, and RNs pursuing graduate nursing education. You may submit an application even if you do not qualify for financial aid. Scholarship recipients may be eligible to receive continued awards if successful academic progression is maintained throughout the nursing program and you have submitted an application for continuation.

To meet the financial need preference category, remember to apply early for financial aid through the school you are attending. It takes several weeks to process and receive a Student Aid Report (SAR) that is required for financial need consideration. Submit the SAR (all pages 1-8 or less; 1-3 or less if filed on web; the SAR must include both EFC# and a statement of Pell eligibility) along with the application form. You may submit an application even if you do not qualify for financial aid. Application forms received by the June 1 deadline will be given the same consideration as those received early.

Requirements: Students in pre-licensure (LPN & RN) and BSN completion nursing programs must complete a minimum of 15 credit hours of published requirements for the nursing program per academic year for each $3,000 NISF

scholarship awarded. Graduate nursing programs require completion of 9 credit hours per academic year. The required number of credit hours per year can be divided between the fall, spring and summer sessions. Most online courses, including Excelsior, are accepted. Students must maintain a minimum grade point average that will allow continuation in a nursing program. The scholarship requires that a recipient must work full-time as a nurse in Kentucky for one year for each academic year funded. The work obligation begins after graduation from the program which you are funded. If a recipient does not complete the nursing program within the time frame specified by the program, or if a recipient does not complete the required employment, then the recipient will be required to repay any NISF monies awarded, plus accrued interest.

Healthcare Opportunity Grant *(Beckfield Graduates Only)*
Beckfield College is offering a grant to any student who has graduated from Beckfield College. The College created this grant to assist graduates who want to transition to the nursing field by enrolling in the College's Associate degree or 3-year Bachelor of Science, Nursing programs. A $3,000 grant will be given to students enrolling in the Associate of Applied Science, Nursing program. A $5,000 grant will be given to students enrolling in the 3-year Bachelor of Science, Nursing Any student applying for admission into the College's nursing programs must meet the admission requirements as stated in the College Catalog. The grant may be used to cover tuition, books, and other school-related expenses. Further information about the Healthcare Opportunity Grant is available from the College's Office of Student Financial Services.

Eligibility Requirements:
1. Graduate of Beckfield College's Allied Health programs (Diploma or Associate)
2. Meet the general admission requirements

Continued Eligibility: Recipients of the grant are expected to adhere to the requirements below for continued eligibility. Tuition is billed on a term-by-term basis; therefore, each student's continued eligibility will be verified prior to the beginning of each academic term and/or the awarding of grant proceeds to a student's account ledger. Grant recipients who fail to meet any of the following requirements may be subject to dismissal from the scholarship program. Any student who is dismissed from the grant program will be charged tuition for any remaining academic terms, at the published tuition rate listed in the Beckfield College Catalog.
1. Continuous enrollment†
2. Maintain a cumulative G.P.A. of 2.9
3. Remain in good academic standing
4. Adhere to the Beckfield College Catalog and Nursing Student Handbook
5. No student conduct issues that result in disciplinary action taken by the College or any clinical site.

INAUGURAL PRE-LICENSURE BSN SCHOLARSHIP *(Florence Campus Only):* Beckfield College, in conjunction with the School of Nursing, is offering active nursing students an opportunity to apply for the Inaugural Pre-licensure Bachelor of Science in Nursing (BSN) full-tuition scholarship. The College has chosen a select group of students who began their studies in the Associate of Applied Science, Nursing program during June 2017. The selection was based on those who met the academic qualifiers for the Bachelor of Science in nursing program. These students will be given the opportunity to apply for the BSN scholarship through an invitation from the College. This scholarship will cover the full cost of tuition to attend the BSN program at Beckfield College. The inaugural pre-licensure scholarship applies to tuition only and is not transferable to another school or program. Further information on this scholarship and any other grants or loans may be obtained through the Office of Student Financial Services.
Amount: Full tuition (less any other grants or scholarships awarded and applied to a student's account)
Eligibility: A group of students from the Associate of Applied Science, Nursing program who began their studies in Fall 2017 will be given the opportunity to apply for the full-tuition BSN scholarship based on their program entrance scores and academic qualification for the BSN program. The scholarship is only available to current, active enrolled students in the Associate of Applied Science, Nursing program. Once selected, students who choose to apply for the BSN scholarship must submit a 500-word typed essay that addresses nursing ethics and explains why he or she should receive the full-tuition scholarship. The essay will be graded using a point-system based on the rubric below:
1. 500 words (no more than 750 words)
2. Single-spaced
3. No names or personally identifiable information

4. Grammar, structure, content

Continued Eligibility: Recipients of the BSN scholarship are expected to adhere to the requirements below for continued eligibility. Tuition is billed on a term-by-term basis; therefore, each student's continued eligibility will be verified prior to the beginning of each academic term and/or the awarding of scholarship proceeds to a student's account ledger. Scholarship recipients who fail to meet any of the following requirements may be subject to dismissal from the scholarship program. Any student who is dismissed from the scholarship program will be charged tuition for any remaining academic terms, at the published tuition rate listed in the Beckfield College Catalog.
1. Continuous enrollment†
2. Maintain a cumulative G.P.A. of 2.9
3. Remain in good academic standing
4. Adhere to the Beckfield College Catalog and Nursing Student Handbook
No student conduct issues that result in disciplinary action taken by the College, School of Nursing, or any clinical site.

Kentucky National Guard Tuition Award Program *(Florence campus only)*: Beckfield College is approved for tuition assistance under the state of Kentucky's Higher Education Assistance Authority (KHEAA). This award program is available only to those enlisted in military service. For more information, students should contact the Veteran's Certifying Official in the Office of Student Financial Services.

Veteran's Education Assistance: Individual programs at Beckfield College are approved for education and training under the G.I. Bill. Eligibility of each student and program of study is determined by the U.S. Veterans Administration. Application forms are available through the College's Office of Student Financial Services. Veterans who believe they may qualify for educational benefits should contact the College for an appointment for assistance well in advance of their intended date of enrollment.

High School Scholarship *(Florence campus only)*: The Florence campus offers up to one full- or two half-tuition scholarships each year to high school seniors who will be enrolling in the College. To be eligible for consideration, the applicant must meet the admission requirements of his or her program. Applications must be submitted to the Admissions Office by April 1 of the student's senior year and must be accompanied by:
1. A high school transcript indicating a cumulative grade-point average of at least 3.0 on a 4.0 scale
2. Three letters of recommendation from teachers, counselors, and/or employers (non-family members), and
3. A typed essay of at least 500 words explaining in detail why the student wants a career in the field indicated on the application and why the student would be successful in this field.

The selection process also requires an interview with the College's Scholarship Committee, which will select the scholarship recipients. Scholarship winners and their high schools will be notified when the awards are made. An awarded scholarship will be withdrawn if the student fails to graduate from high school. In order to retain the High School Scholarship, the student must:
1. Enroll in the College no later than the fall quarter following his or her application,
2. Maintain a cumulative grade-point average of at least 2.75,
3. Pursue his or her program uninterrupted,
4. Comply with policies and procedures published in the College catalog, and
5. Perform on-campus service at the College as determined by the Director of Career Services.

Further information about the High School Scholarship is available from the College's Office of Student Financial Services.

Private Scholarships: Many foundations, corporations, churches, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor.

SATISFACTORY PROGRESS FOR FINANCIAL AID

The federal government requires that all students receiving federal financial aid maintain satisfactory academic progress in order to continue to receive financial aid. For more information, see the STANDARDS OF ACADEMIC PROGRESS, which apply to all students, regardless of their source of funding.

FINANCIAL AID GRADE LEVEL PROGRESSION

Beckfield College requires successful completion of the credit hours listed below in order to advance from one grade level to the next:

- Grade level one   up to 35 credit hours
- Grade level two   36 to 71 credit hours
- Grade level three   72 to 107 credit hours
- Grade level four   108 or more credit hours

UNUSUAL ENROLLMENT HISTORY

Starting in 2014, the U.S. Department of Education (USDOE) has amended their regulations to prevent fraud and abuse in the Federal Pell Grant and Federal Direct Student Loan programs by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires our office to review students' files in order to determine future federal financial aid eligibility. If selected by the USDOE, this must be resolved before a student can receive financial aid. "Unusual Enrollment History" is the specific pattern the USDOE uses to select students; it includes those students who have received a Federal Pell Grant or Federal Direct Student Loans at multiple institutions during the past four award years. Once the USDOE indicates that a student has an unusual enrollment history, the Office of Student Financial Services must then take action to review the academic history prior to determining federal financial aid eligibility for that student.

What Actions Students Must Take?

If selected as a student with an unusual enrollment history, Beckfield College's Office of Student Financial Services will notify a student what action is required. The College will check financial aid history at previous institutions that the student attended during the past four (4) school years, i.e., 2017-2018, 2016-2017, 2015-2016, and 2014-2015. Students are required to have received academic credit at any institution where they received the Federal Pell Grant or Federal Student Loans while attending in those relevant academic years. The College will notify the student as to which institutions must provide transcripts for our office to review.

Once all transcripts have been received, the College will verify that academic credit was received at each institution during the relevant year. If this can be verified, the College will notify the student that he or she has satisfied this requirement. If the student failed to receive academic credit at any institution where a Federal Pell Grant or Federal Student Loans were received during the relevant award years, federal financial aid will be denied and the student will be notified.

Appeal Process

If you are denied federal financial aid because it is determined that you did not earn academic credit, you may appeal by submitting a completed UEH Appeal form with an acceptable explanation describing why you were unable to successfully complete the credits, as well as corresponding documentation. This appeal will be reviewed by Beckfield College's Corporate Financial Aid Office, and the College will notify you of the decision. These decisions are final and are not appealable to the USDOE.

TERMS AND CONDITIONS UNDER WHICH STUDENTS RECEIVE FEDERAL STUDENT AID LOANS

Students who receive loans have terms and conditions associated with these loans. These terms and conditions explain the rules of the loan, including interest rates, eligible amounts based on the student's grade level in school, and at what point the student has earned the right to keep the full amount of the loan based on enrollment, etc. The borrowers' rights and responsibilities regarding the loan are also included. The student receives information on the types of available loans, rights and responsibilities, and the terms and conditions of their loan during entrance and exit counseling.

Federal Direct Loan (FDL)

- ☐ Student must be enrolled at least half-time during the period of enrollment to retain their eligibility for FDL program funds. Students whose enrollment status is below half-time are not eligible for FDL program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.
- ☐ A student who is borrowing a loan for the first time is required to participate in loan entrance counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than thirty (30) days after the start of the term or period of enrollment.
- ☐ A student borrower who is in default on a Federal Student Aid loan is not eligible for additional FDL loan funds unless eligibility is regained.

Financial Aid Loan Management

Federal Student Loan Payment Obligations and Options

Students who receive Federal Student Loans sign a Master Promissory Agreement (MPN) which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or the student's inability to obtain employment.

The Federal Student Loan program offers students many different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The school's financial aid office and lender (Federal Direct Loan) are available to review the different repayment options. This information is also available at https://studentaid.ed.gov/repay-loans/understand/plans. If, at any time, a student becomes delinquent on a loan, it is the student's responsibility to contact the school or the lender to determine what options are available to the student.

The Financial Aid Loan Entrance Counseling

The following information is included in the Federal Direct Loan Entrance Counseling, which will be presented to a first-time student borrower prior to the first disbursement of loan funds and is available online at https://studentaid.ed.gov/fafsa/next-steps/entrance-counseling.

- Explanation and use of the Master Promissory Note (MPN)
- Effect of accepting the loan on eligibility for other aid
- Seriousness and importance of the repayment obligation
- Option of the borrower to pay interest on Unsubsidized Stafford and Graduate PLUS loans while in school
- Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the U.S. Department of Education
- Definition of half-time enrollment
- Consequences of not maintaining half-time enrollment
- Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower
- Obligation to repay the loans even if the borrower does not complete the program or does not complete the program within the regular completion time for that program, is unable to find employment, or is dissatisfied with the school or program
- The importance of repayment and the consequences of default, including adverse credit reports, federal offset, and other federal delinquent debt collection procedures and litigation
- Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrows within the same academic program as the borrower
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records
- Name and contact information of the person the student may contact with questions regarding rights and responsibilities or loan terms and conditions

Financial Aid Loan Exit Counseling

Students are required to attend a Financial Aid Loan Exit Counseling session prior to graduating or shortly before the student ceases enrollment of at least half-time study. Students who seek to withdraw from the school should see the financial aid office to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution, as well when a student ceases to attend at least half-time. If a student leaves school or chooses to postpone their education, the student should meet with a Financial Aid Administrator to understand the financial impact of this decision and complete loan exit counseling. Exit counseling includes the following information:

- Explanation of all repayment plans available
- Comparative analysis of the features of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge
- Explanation of the terms and conditions the borrower may obtain a deferment or forbearance
- Debt management strategies to assist the student in successful loan repayment
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans
- A review of the use of the Master Promissory Note (MPN) and the student's obligation to repay the loan
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program or did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the school or education received
- Explanation regarding the consequences of default, including adverse credit reports, federal offset, other federal delinquent debt collection procedures and litigation under federal law
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ among lenders
- Explanation of the tax benefits available to the student
- Information concerning the National Student Loan Data System (NSLDS) and how the student can utilize NSLDS to access his or her records
- Information regarding the availability of the Student Loan Ombudsman's Office

In addition, the financial aid office is responsible to collect the following information as part of the exit counseling and provide the information to the Secretary of Education within sixty (60) days of receipt:

- Name
- Address
- Social Security Number
- References
- Driver's License Number and State
- Expected Permanent Address
- Name and address of next of kin
- Name and address of the student's employer or expected employer

Loan Deferments for Borrowers

Students should visit the financial aid office for the terms and conditions under which students receiving federal education loans may obtain a deferment for repaying student loan debt.

Loan Deferments for Certain Individuals

Loan deferment terms and conditions are further defined for those serving in the Peace Corps, under the Domestic Volunteer Service Act, and as a volunteer for a tax-exempt organization of demonstrated effectiveness

in the field of community service. These individuals should visit the financial aid office for additional information.

Additional information is also available on the Direct Loan web page at http://www.direct.ed.gov/student.html or at https://studentaid.ed.gov/repay-loans/deferment-forbearance.

Student Loan Borrower Rights and Responsibilities
Student Loan Borrower Rights and Responsibilities for education loans can lead to a brighter future, but they need to be used carefully. Never borrow more than you need, and be aware of your rights and responsibilities. Additional information and questions will be addressed during your financial aid appointment at your school during the enrollment process.

As a borrower, you have the right to know:
- School policy on enrollment, attendance and good academic standing
- School policy on when you must pay tuition, fees and other costs
- Students' average indebtedness, default rate, and graduation rate at your school
- The consequences of defaulting on your loan
- How financial aid is determined
- The financial aid programs available at the school and how to qualify for them
- The type and amount of fees deducted from the loan amount
- When loan proceeds will be available and the number and timing of the disbursements
- When repayment will begin and your average monthly payment
- Information on deferment (postponement of repayment), cancellations and forbearances
- If and when your loan is sold or otherwise transferred
- That your loan(s) will not automatically be discharged if you file for bankruptcy

Students also have responsibilities. It's up to them to:
- Complete all applications and forms accurately and on time.
- Provide additional information or documentation, such as income tax forms, if requested.
- Inform the financial aid office of any change in your family's financial circumstances.
- Attend pre-loan counseling sessions before you receive your first loan disbursement.
- Keep track of all your loans and know the terms and conditions regarding repayment and deferment.
- Notify your lender of any changes in your address, name, telephone number or Social Security number.
- Inform the lender if your expected graduation date changes, if you drop out of school, or if you drop below half-time attendance.
- Inform the lender if you transfer to another school or if your employer's address changes.
- Attend an exit interview before graduating or leaving school.
- Repay the loan regardless of whether you have completed your education, are satisfied with it, or are able to find a job.

Repaying Your Loan
Students are required to begin repaying their Federal Student Loan six months after they graduate, leave school or drop below half-time attendance. Borrowers generally have 10 years to repay these loans.

METHODS OF DISTRIBUTING AID AND STUDENT NOTIFICATIONS
Federal Aid is distributed to eligible students who complete the Free Application for Federal Student Aid (FAFSA) and meet all required eligibility criteria as further described within the application instructions. Students should go to www.FAFSA.ed.gov to complete the application or visit the financial aid office for any questions regarding the FAFSA.

Students are also encouraged to visit their library or research on the Internet as a source for additional scholarship programs not administered or awarded by the institution.

Disbursing Federal Student Aid
Funds received as financial assistance for a student are electronically credited to the student's account. The student (and parent in the case of PLUS loans) is sent a notification when loan funds have been disbursed or credited to his/her account. Paper copies of these notifications are available upon request from the financial aid office. Students should visit the financial aid office to determine which of the two (2) methods described below is used at their school, for the program enrolled in.

Programs Using Credit Hours in Standard or Non-Standard Academic Terms (Quarter = Term)
Financial aid is awarded based on an academic year as defined on a program-by-program basis at the institution. Disbursement of aid varies by the type of assistance. For programs using standard or non-standard academic terms, a portion of the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG), for those who qualify, will be paid to the student's account during each payment period or term. Federal Work Study is paid to employed students through the Dorsey payroll system in the form of direct deposit or paper checks.

In order to receive Federal Student Loan proceeds, the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. The loan proceeds are used to satisfy the student's tuition and fees for the academic year and are disbursed once per term, for the standard term programs. For non-standard programs, loan funds are disbursed when the student has successfully completed half the weeks of instructional time AND half the credits in each academic year. Once tuition and fees charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account. A borrower's account will not be credited with Federal Direct loans until 30 days after their first day of class and once they have completed a loan entrance counseling.

Programs Using Non-Terms Academic Calendar (Clock-Hour Programs)
Financial aid is awarded based on an academic year as defined on a program-by-program basis at the institution. Disbursement of aid varies by the type of assistance. A student can receive the first disbursement of Pell and Federal Supplemental Educational Opportunity Grant (SEOG), when the student begins the program or academic year. A student is eligible to receive the second disbursement upon successful completion of half the weeks of instructional time AND half the clock hours in the academic year or program, or the remaining portion of a program that is more than one-half of an academic year but less than a full academic year.

In order to receive Federal Student Loan proceeds the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. The loan proceeds are used to satisfy the student's tuition and fees for the payment period. Once tuition and fees charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account. A borrower's account will not be credited with Federal Direct loans until 30 days after their first day of class and once they have completed a loan entrance counseling.

STUDENT NOTIFICATIONS AND AUTHORIZATIONS

Subsidized and Unsubsidized Master Promissory Note (MPN)
Student have the ability to obtain loan funds not exceeding the established loan limits through the Subsidized and Unsubsidized Federal Stafford Loan program without having to sign a new Master Promissory Note for each academic year.

The institution utilizes a passive notification (except for parents using a PLUS loan). The borrower requests the requested loan amounts during their packaging appointment in the financial aid office, and this is documented on the Tuition Proposal worksheet. An Award Letter will also be provided to the borrower indicating each award amount, disbursement amounts and estimated dates the disbursements are expect at the school. If the borrower decides to decline or make adjustment to the type or the amount of the loan, they must contact the financial aid office.

Parent PLUS Master Promissory Note (PLUS MPN)

For Parent PLUS loans made under the multi-year feature of the MPN, the regulations that govern the loan programs require the financial aid office at the school to document an active confirmation of Parent PLUS loan funds via an estimated award letter. The confirmation process is to provide a means for the parent borrower to accept or decline a PLUS loan made for a student's subsequent academic year. This assists in providing the parent borrower with greater control and understanding of PLUS loan debt. The active confirmation is documented when the parent signs an award letter.

Notice of Right to Cancel
When loan disbursements for the Federal Stafford loan funds are received at the school, a receipt is generated and mailed to the student and/or parent. The Notice of Right to Cancel the loan is also included on this receipt; it gives the borrower information on how and when the loan can be cancelled.

Authorizations Regarding Credit Balances
An 'Authorization to Hold – T4 Student' and/or an 'Authorization to Hold – T4 Parent' form is provided to students by the financial aid office soon after enrollment. Students and parents (of a dependent student applying for PLUS loans) review the statements, select the appropriate authorization category, and provide the signed form to the financial aid office. For continuing students who previously signed this statement, the initial authorization will continue to be valid for subsequent award years or enrollment periods. The authorization categories available for student/parent selection are as follows:

- Based on student's authorization, the institution will retain any existing credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.
- Based on the student's authorization, in the event that funds are not requested prior to leaving the institution, the institution will return the credit balance to the lender as prepayment of the student loan.

Students also are informed of their option to rescind either authorization at any time.

Title IV credit balances, also known as "stipends," are paid in the form of a check and mailed to students within 14 days of the date the credit is created on the student account.

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

When a borrower receives a Federal loan or a Pell grant, the information must be submitted to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders, and guarantors that are authorized users of the data system. Students are also able to log in and access all of their federal loan and Pell grant information. Students will need to have their FSA ID in order to access their information.

You can access this website at http://www.nslds.ed.gov to view your information at any time.

INDIRECT COST OF ATTENDANCE EXPENSES 2015-2016 AWARD YEAR

In addition to tuition and fees for the academic year, indirect costs are also included in a student's cost of attendance calculation. The amounts of indirect costs are multiplied by the number of months in the student's academic year or period of enrollment. Tuition and fees (which include books, supplies, and uniforms) for the program of interest are added to these indirect costs to comprise the total Cost of Attendance (COA).

The most current indirect cost information can be found in the Student Consumer Information section of the Beckfield College website: http://www.beckfield.edu/about-us/student-consumer-information/.

REFUND POLICIES

Florence campus: The refund policy applies to all students who withdraw, or are dismissed, from all courses after

the beginning of the quarter. All refunds are based on the charges for the particular quarter, not on charges for the program. Refunds will be made within 45 days of the date of determination of a student's withdrawal or dismissal. The refund policy applies only to tuition. Fees are non-refundable except in the case of written notice of cancellation of the enrollment agreement.

Withdrawal Date	Tuition Refunded
Week 1	75%
Weeks 2-3	50%
Weeks 4-6	25%
Weeks 7-11	None

The refund policy applies to all students who withdraw, or are dismissed, from all courses after the beginning of the quarter. All refunds are based on the charges for the particular quarter, not on charges for the program. Refunds will be made within 45 days of the date of determination of a student's withdrawal or dismissal.

Appeals of refund determinations must be addressed in writing to the Corporate Director of Student Financial Services.

RETURN OF FEDERAL TITLE IV STUDENT FUNDS

When a student withdraws from the College, a tuition percentage will be determined based on the return of Title IV funds regulations. The Office of Student Financial Services determines the return of Title IV funds percentage and informs the Registrar. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student. In determining the percentage, the College will:

1. Determine the percentage the enrollment period completed by the student (Days Attended ÷ Days in Enrollment Period = Percentage Completed). If the calculated percentage exceeds 60%, then the student has "earned" all Title IV aid for the enrollment period.
2. Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for aid prior to the withdrawal (Total Aid Disbursed X Percentage Completed = Earned Aid).
3. Determine the amount of unearned aid to be returned to the appropriate Title IV aid program (Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned). If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
4. Distribute the responsibility to return funds between the institution and the student. If the type of aid that the student is responsible for returning is a loan, the student is not required to immediately repay the amount, as the grace period for the loan, generally six months, is invoked. The Office of Student Financial Services will determine if any grants must be repaid by the student. Any refund or repayment obligation will be clearly outlined for the student in writing.
5. Return the Title IV aid, based on the type of aid disbursed, in the following order:
    1) Direct Unsubsidized Stafford Loan
    2) Direct Subsidized Stafford Loan
    3) Direct PLUS (Parent) Loan
    4) Federal Pell Grant

Examples regarding the application of the Return of Title IV Funds policy are available in the Office of Student Financial Services.

The return of funds required under this policy is made to the Title IV aid programs within 30 calendar days after

the date of determination of withdrawal or dismissal. Students will receive a written notice of any federal funds returned by the College and an invoice for any balance owed to the College. Additional information on the return of federal funds, calculation procedures, and requirements, including examples, may be obtained by contacting the Office of Student Financial Services.

STUDENT RESOURCES AND SERVICES

STUDENT SERVICES
Beckfield College offers assistance to students in order that they may be successful in completing their courses, as well as in completing their programs. The services provided include orientation, coordination of academic assistance, and coordination with community resources and counseling services. Students participate in many events celebrating academic success, including quarterly Student / Faculty Appreciation Days and commencement ceremonies.

STUDENT RESOURCE SERVICE – SOAR Student Assistance
Students have immediate access to a network of experts and information 24 hours a day by means of **SOAR: Student Outreach, Assistance, Resources**, a confidential service that assists students facing such challenges as —

- Academic performance
- Balancing college and life
- Time management
- Depression
- Managing stress
- Alcohol and substance abuse
- Debt and credit issues
- Legal issues
- Marriage and family problems
- Staying focused and motivated

Students requiring this assistance may contact SOAR at http://beckfield.acisoar.com. Students may also call the 24-hour help line at 1-800-932-0034.

LEARNING ASSISTANCE SERVICES
Beckfield College's Learning Assistance Center (LAC) offers tutoring and study support services to all students, whether on-ground or online. Students with a course average below the passing mark will be referred to the LAC by their instructor or Academic Dean for tutoring and academic support. The LAC Coordinator will remain in contact with at-risk students throughout the quarter to ensure that they are receiving the support they need to successfully complete their courses. In cases where the LAC Coordinator is unable to directly provide the necessary support because of specialized subject matter, she will identify an appropriate subject matter expert from among the faculty to assist the student. During the third week of each quarter, the LAC Coordinator will visit introductory and developmental courses to provide guidance on study skills, techniques and strategies.

Additional tutoring for online students is offered through the Learning Assistance Center, specifically the online café, which is available to distance-education students or students who are taking a distance-education class. The online café provides students a place to complete their coursework and receive any assistance they may need. For technical support issues, the Learning House, Beckfield College's third-party, online learning partner, provides technical assistance to both students and faculty twenty-four hours a day, seven days a week.

STUDENTS WITH DISABILITIES
The College complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. It is the College's policy to provide reasonable accommodation to a student who has an

identified disability and is otherwise qualified to fulfill the requirements of his or her program. "Otherwise qualified" means that the applicant or student has the ability to meet program requirements regardless of his or her disability. An applicant or student who requests an accommodation will be referred to the Learning Assistance Center, who will work in cooperation with the appropriate academic departments and the Compliance department of the College in designing a reasonable accommodation. The College cannot assure that any accommodation will be immediately available for an applicant who fails to disclose an identified disability during the enrollment process or fails to provide reliable documentation of that disability.

Except in the case of a visible or otherwise obvious disability, it is the responsibility of the applicant or student who requires accommodation to identify himself or herself as an individual with a disability and to provide current medical, psychological, educational, or other professional verification of the disability that describes the nature of the disability, the resulting functional limitations, and the need for special accommodations, as these would apply in a collegiate educational environment. Verification must be dated within the three years preceding the student's date of enrollment. Information pertaining to an applicant's or student's disability will be shared only among those officials who have an educational interest in that information. An elementary or high school Individualized Education Plan (IEP) is not appropriate as verification of the need for educational accommodations at the collegiate level.

In addressing the needs of a student with an identified disability, the College will:
- encourage the student to offer recommendations for selection and application of special measures.
- provide special measures with due consideration for the student's feelings, dignity, and privacy.
- strive to minimize the student's disadvantage, not to provide an advantage over other students.
- hold the student accountable for meeting academic objectives, once measures are in place.

ASSISTANCE WITH STUDENT LOAN DEBT MANAGEMENT AND FINANCIAL LITERACY
Beckfield College has partnered with the i3 Group to offer IonTuition, a free, online student loan management system designed to help students who have, or intend to have, a student loan. The IonTuition website and financial planning tools will improve students' financial literacy and keep them apprised of their loan status at all times. The secure website provides the most recent information about students' loans, including loans from other institutions, allowing students to manage all their federal and private education loans in a single location.

Staying on Top of Student Loans
IonTuition's interactive dashboard and repayment calculator shows students everything they need to know about managing and paying back their loans, including loan status, total loan balance, current monthly payment, interest accrued and repayment options.

Creating a Free Account
Students can register for their free IonTuition account at iontuition.com. Once registered, students can link their IonTuition account to Beckfield College to manage their education loans.

Services Offered
IonTuition offers a variety of services to support students, including:
- expert counselors who are accessible via phone, web chat and email to answer questions
- a rewards program that allows students to save on products and services they use
- family access allows students to grant family members permission to view their loans
- web-based budgeting tools to help students better manage monthly bills

Mobile and Email Alerts
Students can get loan status alerts and payment reminders through text, app, or email notifications.

ADDITIONAL TIME FOR ESL STUDENTS

Students for whom English is a recently learned second language may receive additional time with proper documentation. An applicant or student who requests additional time for ESL will be referred to the Vice President of Academic Affairs, who will work in cooperation with the appropriate academic departments of the College to design a reasonable plan. Verification of need for support must be provided to the Vice President of Academic Affairs and will only be shared among those College officials who have an educational interest in that information. ESL students may request additional time for in-class quizzes, tests, and midterm and final examinations. These students should note that the College does not provide English translation assistance from their native language.

STUDENT ORGANIZATIONS

The College encourages and supports student organizations whose activities promote appropriate educational or social objectives. Students who wish to form an organization must first present their proposal to their Academic Dean. The proposal must include the name and purpose of the organization, the names and titles of its officers, and the nature and objectives of its planned activities. If approved by the Dean, the proposal will be submitted for the approval of the Director of Student Services. If the organization is approved, it must be accepted under the voluntary supervision of a faculty or staff advisor, who will approve and monitor each of its activities.

SCHOOL CLOSINGS AND DELAYS

If severe weather or other emergency requires a cancellation or delay of operations, notification will be provided by local television stations and through the College email system. Because conditions may differ between the campuses, the Florence campus may announce their information separately, and day and evening classes may be cancelled through separate announcements. If possible, announcements will be made no later than two hours before the start of any classes affected. Online classes are not affected by weather-related closings and delays.

COLLEGE EMAIL SYSTEM

All enrolled students receive a Beckfield College email account. To ensure effective and secure communication, students should use only their Beckfield email in communicating with faculty and staff. The College email system may detect and filter emails sent from personal accounts, and communications from personal accounts may therefore not be received by employees of the College. Important announcements will also be sent to students through the College's email, and students should check their Beckfield College email at least daily, especially when classes are in session. Students are responsible for the content of all emails sent from their accounts and must take care that these communications do not violate the College's policy on conduct (see CONDUCT). Students may be held legally liable for sending or forwarding emails or attachments that contain:

- Libelous, defamatory, racist, threatening, obscene, or other offensive content
- Confidential or protected information
- Content protected by copyright
- Content containing a virus

CAREER SERVICES

The success of Beckfield College graduates is our most important objective. From enrollment to graduation, our primary focus is on educating and preparing Beckfield College students for their employability and ultimate success in the professional world.

To ensure that each graduating student has an opportunity to acquire suitable career employment, the Office of Career Services at Beckfield College collaborates with employers in an effort to grow and maintain current employer contact files, which is a key part of student placements. This ongoing collaboration with targeted employers and a focus on success has led to the ability of the Beckfield College Career Services team to consistently assist in placing Beckfield College graduates in careers that match their field of study.

The Office of Career Services coordinates or hosts a number of career-related seminars covering topics, such as resume preparation, interviewing skills, and networking. Participation in the seminars is voluntary, but all

students are encouraged to attend as many of these sessions as possible. Other scheduled activities that are beneficial to students and graduates include career days, employer visits, and job fairs.

Eligibility for licensure and employment as a Licensed Practical Nurse or Registered Nurse requires that graduates of the diploma and associate degree programs in nursing pass the National Council Licensure Examination (NCLEX-PN or NCLEX-RN). Graduates of a program in Medical Massage Therapy must pass the appropriate state licensure examination in order to apply for licensure in therapeutic massage.

As part of the employment eligibility process, many employers and licensing agencies conduct inquiries into applicants' backgrounds. Students may not be eligible for externships or clinical courses, career employment, and/or access to professional licensure or certification required for employment, based on the outcome of background inquiries. Although Beckfield College provides these services through our Career Services Department, the College does not guarantee career placement or eventual salaries to students or graduates. All graduates of Beckfield College have access to Career Services. General information pertaining to graduate employment may be obtained from the Office of Career Services. Students and graduates are expected to take the initiative in pursuing the employment process and to cooperate with the Office of Career Services.

TEXTBOOKS

Textbooks and other required instructional materials are available for student purchase through the campus bookstore. The Campus Bookstore is fully online and available to all students through our web access. The online bookstore offers new, used, and rental versions of required textbooks. Publishers' information and pricing are available for students who may prefer to purchase their textbooks through sources other than the College bookstore. However, students who obtain textbooks from other sources bear the consequences of acquiring the wrong textbooks or other course materials. Students are responsible for the cost of replacing items lost or damaged after purchase.

LIBRARIES

LIBRARY MISSION

The purpose of the College libraries is to support instruction and learning through collaboration with faculty, maintenance of a carefully selected collection that addresses the needs of all programs, and provision of instruction and guidance in the appropriate use of those resources.

LIBRARY FACILITIES

The libraries provide a quiet place for students to study individually or to work in groups. Computers are available with Internet access and Microsoft Office programs, as well as a printer and copier for student use. Faculty members who wish to use the libraries for instruction should schedule their visit with the Director of Library Services or Assistant Librarian. All library users are expected to conduct their activities with consideration for other users. Because library hours may vary from quarter to quarter, hours are posted.

HOLDINGS

The libraries maintain collections of printed resources as well as a growing selection of audio-visual resources. Students also have access to over 100,000 electronic reference books and access to six major research databases that include millions of articles to assist them in their research. Most of the electronic resources can be accessed off-campus, permitting students to do research from home. The College's membership in the Southwestern Ohio and Neighboring Libraries Consortium permits students to borrow materials and access online resources from more than 70 public and private libraries in the Greater Cincinnati area. Students and faculty are strongly encouraged to make recommendations to enhance the libraries' collections and online resources.

UNCATALOGUED HOLDINGS (may vary by campus)

Legal Collection

North Eastern Reporter, 2d Series – 829 volumes
West's Ohio Digest – 37 volumes
Ohio Revised Code – 78 volumes
Baldwin's Ohio Legislative Service Annotated – 5 vols.
Baldwin's Ohio Practice – 23 volumes
American Jurisprudence – 93 volumes
2016 Kentucky Rules of Court – 5 volumes
2016 Ohio Rules of Court – 5 volumes
2016 Indiana Rules of Court – 6 volumes

ATI Nursing Study Materials

RN Adult Medical Surgical Nursing (1 copy)
PN Adult Medical Surgical Nursing (2 copies)
RN Pharmacology for Nursing (2 copies)
PN Pharmacology for Nursing (2 copies)
RN Community Health Nursing (12 copies)
RN Mental Health Nursing (6 copies)
PN Mental Health Nursing (9 copies)
RN Maternal Newborn Nursing (6 copies)
PN Maternal Newborn Nursing (2 copies)
Fundamentals for Nursing (14 copies)
Nursing Leadership and Management (10 copies)
Nutrition for Nursing (16 copies)
Ready-Set-PN: Preparing for the NCLEX-PN (6 copies)

Current Periodicals

Cincinnati Business Courier
Criminal Justice
Nursing 2016
Nursing Science Quarterly (online journal)

Police
Search and Seizure Bulletin

Archived Periodicals

American Journal of Nursing (2011 – 2015)
Bloomberg Business Week (2011 – 2015)
Cincinnati Magazine (2013 – 2015)
CMA Today (2009 – 2012)
Harvard Business Review (2010 – 2013)
New England Journal of Medicine (2010 – 2011)
Newsweek (2011 – 2012)
Nursing 2011 – 2013
Nursing Science Quarterly (2005 – 2010)
Paralegal Today (2009 – 2015)
Police (2012 – 2015)
RDH (2012 – 2013)
Miscellaneous periodicals in the business, law, criminal justice and nursing fields.

Digital Resources

ProQuest Central
This resource includes databases in the following areas:
  The Arts
  Business
  Health & Medicine
  History
  Literature & Language
  Science & Technology
  Social Sciences (including a Criminal Justice database)

Opposing Viewpoints in Context
This database collects news articles, journals, statistical information, and multi-media resources covering recent, popular, and controversial subjects. It includes sections on:

    Business & Economics
    Health & Medicine
    Energy & the Environment
    Science, Technology & Ethics
    Society & Culture
    War & Diplomacy

LexisNexis Academic
LexisNexis Academic contains many full-text resources including domestic and foreign newspapers and other news sources covering general topics, companies, industries, government, politics, tax, health, and law.

Gale's Nursing & Allied Health
This database provides nursing students, physician's assistant students, and researchers in the allied health fields with over ten million articles with an emphasis on full text articles cited in CINAHL.

Nursing Resource Center
Gale's *Nursing Resource Center* is a comprehensive resource designed to match the nursing process. It provides disease overviews, assessments, diagnostic support, intervention procedures and skills, drug encyclopedias, care plans, illustrations, videos, and more. It indexes more than 1000 nursing and medical journals.

WestlawNext
This specialized and comprehensive legal database is available to Beckfield's paralegal students. Students in other programs can gain access to this resource by contacting the librarian.

Ebrary
Ebrary is a database of over 100,000 eBooks. It offers collections in the fields of:

    Anthropology
    Business & Economics
    Computers & IT
    Education
    Engineering & Technology
    Fine Arts
    History
    Language & Literature
    Law
    Life Sciences
    Medicine
    Physical Sciences
    Psychology
    Religion
    Social Sciences

BORROWING PRIVILEGES

Students may check out books for two weeks and audio-visual materials for five days. There is no limit on the number of items that may be checked out or renewed.

RESEARCH ASSISTANCE

A professional librarian at each campus is available to help with research and other assignments Monday through Friday. Research assistance includes help in:

1. finding resources online from databases or Internet sites,
2. finding print resources, and
3. finding resources at other libraries.

The libraries also provide resources on study, research, and writing skills. Hours of operation are posted quarterly.

DISTANCE LEARNING RESEARCH ASSISTANCE

The Beckfield College libraries are accessible to distance learners through Beckfield's learning management system and through the library's portal page. Librarians provide research and library instruction through the learning management system and are available to all distance learners by phone or email.

CAMPUS FACILITIES

The Florence campus (main) occupies two buildings at 10 and 16 Spiral Drive in Florence, Kentucky. The campus is on a bus line and is easily accessible by two expressways, I-71/75 and I-275. The address is 16 Spiral Drive, Florence, KY 41042. The buildings are modern, well-maintained, wheelchair-accessible, one-floor facilities that include lecture classrooms, science, nursing, and allied health laboratories, a crime laboratory, a firearms training center, computer laboratories, an academic library, administrative and faculty offices, lounges for staff and faculty, and a common area for students. Smoking and consumption of other tobacco products are restricted to designated areas outside the buildings. Parking lots are adjacent to the buildings.

PRIVACY, SAFETY, RULES/REGULATIONS AND CONDUCT

SECURITY OF STUDENT RECORDS

Beckfield College maintains complete education records on each student's admission, funding, academic progress, conduct, and career employment. These records are retained after the student graduates, and each department follows its own policies and procedures governing how long and in what form these records are maintained. Information not considered part of a student's education records includes, but may not be limited to:

- Records that include information about other students
- Medical records unrelated to the student's enrollment status or to subsequent action by the College
- Records created and retained by faculty or staff solely as aids to memory, provided that these are not intentionally made accessible to others
- Confidential letters and recommendations
- Law-enforcement records
- Records unrelated to the individual's status as a student, former student, or graduate of the College
- Financial information provided by the student's parents or others

Education records are available for the student's review in accordance with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students have specific rights regarding the release of such records, and FERPA requires that institutions adhere strictly to these guidelines. In compliance with FERPA, the College guarantees to each student, former student, or graduate the following regarding his or her education records:

1. The right to demand that education records be disclosed only with the student's written consent. However, institutions are permitted by law to disclose information in education records, without student consent, to the following parties or under the following conditions:

    - To officials of the College who have a legitimate educational interest in the information. Such officials may include administrative, supervisory, academic, and staff personnel, as well as qualified persons contracted or retained by the College to provide appropriate legal or administrative services not performed by its employees in the normal course of their duties.
    - To another institution to which a student is transferring upon the request of that institution
    - To specified authorized officials for audit or evaluation purposes
    - To appropriate parties in connection with a student's financial aid or other government benefits
    - To legitimate organizations conducting certain studies for or on behalf of the College
    - To appropriate accrediting and licensing agencies in response to their requirements
    - To comply with a judicial order or lawfully issued subpoena
    - To appropriate institutional and public officials in cases of health and safety emergencies
    - To state and local authorities, within a juvenile justice system, pursuant to specific state law

2. The right to examine, within 30 days of a written request, his or her education records maintained by the College. In order to examine the records, the student, or graduate must submit the request to the Registrar and identify specifically which records he or she wishes to examine. The Registrar will arrange a time and place for this examination. The student or graduate must present identification in order to review his or her records. If the student's or graduate's residence is so distant from the College that an on-site examination is not practical, the College will mail copies of the records requested. A fee applies to all copies provided.

3. The right to request, in writing, that the College correct education records which the student believes to be inaccurate, misleading, or in violation of his or her privacy rights under FERPA. The request must be addressed to the Registrar or Assistant Registrar, must identify the part of the record the student wishes to have amended and must specify why the record should be amended. The Registrar will notify the person responsible for the record. If the College decides not to amend the record, the student will receive written notification of that decision. The notification will include the procedure for a hearing, should the student request one.

4. The right to file complaints against the College for disclosing records in violation of FERPA.

Complaints and questions regarding the student's rights under FERPA may be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202.

Subject to the exceptions under number 1 above, information which will not be released without the student's written consent includes the student's:

- Social Security number or College assigned student identification number
- Grades, in whatever form these are reported or recorded
- Grade-point average (current or cumulative)
- Course schedule

- Attendance record
- Academic history or transcript
- Degree audit
- Academic standing or progress

Though the College will normally require the written consent of a student in order to release information from the student's education records, the College may disclose, without a student's consent, such "directory information" as the student's:
- Name, address, telephone number, and College-assigned email address
- Program and enrollment status (full-time or part-time)
- Dates of attendance
- Credentials and awards earned
- Participation in recognized organizations and activities
- Most recently attended institution

The College will periodically notify students about directory information and allow students up to 30 days after notification to request that some or all of that information not be disclosed. Students may request that the College not disclose directory information in writing on a form available in the Registrar's Office.

CAMPUS SECURITY

The primary objective of the College's security policies and procedures is to promote a partnership among students, faculty, and staff in remaining watchful for threats, and the opportunities for threats, to persons and property. To provide both access and safety, College buildings have more entrances and exits than do most private enterprises. When unoccupied, the many classrooms, laboratories, and offices may appear very inviting to a person ready to seize an opportunity. When unattended, personal property may be stolen, even if others are present but preoccupied. For these and other reasons, all members of the Beckfield College community are asked to remain vigilant for their own security and the security of others.

To ensure their personal security and that of their property, students and employees should:
- lock their vehicles and conceal those items left in vehicles that could attract theft
- avoid leaving personal property unattended
- avoid unlocking or propping open locked exterior doors
- familiarize themselves with emergency exit routes and evacuation procedures
- be familiar with and aware of their surroundings while walking to and from class, especially at night
- comply with requests by College personnel that pertain to security measures
- report any suspicious activity to the receptionist, who will notify appropriate personnel
- check their College email daily for alerts and announcements pertaining to safety and security
- follow all published and posted emergency instructions and procedures

In the event of an injury or a potential or actual criminal act, an incident report must be completed as soon as possible. Report forms are available at the reception desk and should be returned to the receptionist when completed.

Emergency Evacuation Procedures

Beckfield College details emergency evacuation procedures for the Florence campus in the Annual Security Report (ASR) published each year and posted to the "Student Consumer Information" section of the College website: http://www.beckfield.edu/about-us/student-consumer-information/.

Beckfield College conducts regular drills for the safety of students and staff and to ensure that in the event of an

emergency, everyone knows what to do.

The Dean of Nursing has the authority and responsibility to determine responsibility for nursing student safety in health-related incidents both on and off campus.

THE JEANNE CLERY ACT

The *Jeanne Clery Act* is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Its full name, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

Requirements for Colleges

1. Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics, including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires that schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the Internet if required recipients are notified and provided exact information regarding the on-line location of the report. Paper copies of the ASR are available upon request. All crime statistics must be provided to the U.S. Department of Education.

2. Have a public crime log. Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours, remain open for 60 days and, subsequently, made available within two business days upon request.

3. Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made): liquor law violations, drug law violations, and illegal weapons possession.

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime: larceny / theft, simple assault, intimidation, and destruction / damage / vandalism of property.

4. Issue timely warnings about Clery Act crimes that pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes an institution is required to report and include in its ASR. There are

differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

5. Devise an emergency response, notification and testing policy. Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (e.g., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

6. Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public. *(Beckfield College does not provide on-campus housing to students.)*

7. Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours. *(Beckfield College does not provide on-campus housing to students.)*

To view Beckfield College's 2016 Annual Security Report, visit the Student Consumer Information section of the College website: http://www.beckfield.edu/about-us/student-consumer-information/.

VISITORS
All visitors to a College campus who are not current students or employees of the College must register at the reception desk, must enter the name of the person or persons with whom they have business, and must wait at the front desk area until met by that employee. Children (anyone under the age of 16) must be registered at the reception desk and must be continuously supervised by a parent or guardian while on College property. Children are not permitted in the library, classrooms, testing areas, or laboratories without authorization. Adult guests are permitted in classrooms or laboratories only with the instructor's approval. Pets (as opposed to registered service animals) are not permitted in the buildings. The College's computers, copiers, and other educational and business equipment are restricted for use only by students, faculty, and staff. No student will be summoned at any visitor's request except in the case of a genuine emergency requiring the immediate notification of the student. All employees of the College are authorized to refuse access to the facility to any person who does not provide identification and sufficient reason for his or her presence, and anyone who interferes with the academic or business activities of the College will be required to leave the premises.

ALCOHOL AND DRUG POLICY
In compliance with the Drug Free Schools and Communities Act Amendments of 1989, Beckfield College requires that no employee or student possess, consume, distribute, or be under the influence of any alcoholic beverage or legally prohibited substance while on College property or while attending any College-sponsored activity.

Persons who request assistance or counseling for a problem of abuse or addiction will be referred to local organizations and agencies through the College's confidential advisory assistance, Student Resource Services. However, the College will take appropriate disciplinary action, up to and including dismissal, against any employee or student found to be in violation of this policy. A student convicted under any federal or state law

for possession or sale of illegal drugs while enrolled in the College will immediately lose eligibility for any federal Title IV financial assistance. The College will periodically notify students of its alcohol and drug abuse policies, including the consequences of abuse and the community services available to abusers.

RULES AND REGULATIONS

Beckfield College expects all students, faculty and staff to adhere to all rules that may be applicable to its program offerings. Certain regulatory entities provide specific guidance regarding students performing clinical assignments, lab exercises, externship, and coursework. Students in certain programs such as nursing, allied health and dental assisting may be subject to OSHA, HIPAA, Radiology and other rules/regulations. Please refer to any program-specific handbooks (School of Nursing Handbook) or documents that provide guidance concerning rules/regulations specific to that program. Students in the Medical Assisting program should refer to the NSC Bloodborne & Airborne Pathogens Workbook published by the National Safety Council. This workbook is a required book for specific courses. Any student who needs more information concerning rules applicable to their program of study should contact the dean of the program. Violations may be reported to the program dean and/or the Office of Compliance at compliance@beckfield.edu.

CONDUCT

Students are expected to treat faculty, staff, and other students with respect and consideration and to comply with legal statutes and College policies. Disciplinary action will be taken in response to such offenses as:

1) Disruption of classes or College-sponsored activities
2) Facilitating cheating and complicity in cheating, including complicity by electronic means (see also ACADEMIC INTEGRITY below)
3) Violation of copyright laws, including unauthorized downloading, file sharing, or distribution of copyrighted materials
4) Profane, obscene, overtly sexual, disrespectful, vulgar, or insulting language, behavior, or display
5) Abuse of College email privileges (see also COLLEGE EMAIL SYSTEM above)
6) Manufacture, alteration, misrepresentation, or fraudulent use of College records, including student coursework or evaluations of coursework
7) Disorderly or obstructive behavior
8) Harassment, threats, intimidation, or physical violence
9) Sexual harassment or stalking
10) Insubordination
11) Theft or abuse of property
12) Possession or distribution of stolen property
13) Unauthorized solicitation
14) Unauthorized use of College facilities, equipment, or other resources
15) Unauthorized occupation of facilities provided for the exclusive use of faculty or staff
16) Deliberate damage to College facilities or equipment
17) Possession or threatened use of weapons
18) Purchase, possession, consumption, or distribution of prohibited substances
19) Violation of any other published departmental or institutional policies
20) Attempting any of the actions above
21) Inducing or attempting to induce others to participate in any of the actions above

In responding to misconduct, the Campus President/Vice President of Education and Accreditation will normally issue an oral or written warning, but for intolerable, persistent, or unlawful misconduct, the only appropriate outcome may be the student's immediate dismissal from a course, from his or her program, or from the College. An instructor may dismiss a student from the classroom for a class session. A Program Coordinator or Dean may dismiss the student permanently from a course. The Campus President/Vice President of Education and Accreditation may dismiss the student from the College. A student dismissed from a course for misconduct will receive an F for that course. A student dismissed from his or her program or from the College for misconduct will receive an F for all courses in which he or she is enrolled when the violation occurs or is discovered (unless discovery occurs after course grades have been recorded, in which case the recorded grade will stand). Documentation of the misconduct will become part of the student's academic file, as will any response the student may wish to have filed on his or her behalf. A student dismissed from his or her program or from the College under this policy is not eligible for re-enrollment.

Beyond enforcing its own policies against misconduct, the College will report violations of civil or criminal statutes to authorities of the appropriate jurisdiction and may file charges against violators on its behalf.

GRIEVANCE POLICIES AND PROCEDURES

COMPLAINT PROCEDURE

The College's complaint procedure is designed to provide a convenient and effective means of resolving both academic and non-academic issues by involving, at each step, the person most capable of addressing the complaint and pursuing its resolution.

Academic Issues: A student with a complaint relating to course requirements, instruction, or other academic issue should first address the issue with the instructor of the course involved. If the student believes the issue has not been or cannot be satisfactorily resolved at this level, a written appeal should be addressed to the officials below in the order listed. At each level, a determination will normally be reached within 14 days of the date the appeal is received by that official and communicated to the student in writing as soon as reasonably possible after that determination. If the instructor is also the Academic Dean, Director, or Coordinator of the department offering the course involved, the student may begin the process with step 2.
1. The Academic Dean or Program Coordinator of the department offering the course in question
2. The Campus President/VP, Education and Accreditation

This procedure does not apply to disputes about grades, for which a separate procedure is provided (see GRADE DISPUTES).

Non-academic issues: A student with an issue relating to non-instructional matters should first address the issue with the individual employee involved. If the student believes that the issue has not been or cannot be resolved at this level, a written appeal should be addressed to the officials below in the order listed. At each level, a determination will normally be reached within 14 days of the date the appeal is received by that official and communicated to the student in writing as soon as reasonably possible after that determination.
1. The employee's supervisor
2. The Campus President/VP, Education and Accreditation
3. The Chief Executive Officer (CEO)/College President

After the initial attempt to resolve the issue with the instructor or other employee, each appeal must be in writing and must describe:
1. The nature of the issue,

2. The outcomes of all previous attempts to resolve the issue, and
3. What further action the student considers appropriate or necessary for the resolution of the issue.

Written appeals must be dated and must include the student's name and signature. Handwritten appeals must be legible. The College reserves the right to disregard anonymous complaints and appeals, as well as those containing language that violates the conduct policy (see CONDUCT).

GRADE / ATTENDANCE DISPUTES

An instructor's syllabus includes the criteria by which assignments are evaluated and course grades are determined. Instructors record attendance for every class session and provide the roster to the Registrar for permanent recording. A student who wishes to dispute a course grade must do so within 28 days of the beginning of the quarter following that in which the grade was assigned, whether or not the student is enrolled in the following quarter. The following steps are available for disputing a course grade. Only if the instructor is no longer available or is otherwise unresponsive should the student proceed immediately to the next step.

1. The student must appeal in writing to the instructor who assigned the grade or marked attendance. If the grade or attendance were merely reported or recorded in error, the instructor will inform the Registrar and the grade or attendance will be corrected and the student notified.

2. If the instructor concludes that the grade or attendance was properly awarded, the instructor will notify the student of that conclusion within 14 days of receiving the student's appeal.

3. To appeal the instructor's conclusion, the student must, within 14 days of receiving the instructor's conclusion, appeal in writing to the Academic Dean or Director of the department offering the course in question. The appeal must provide verifiable information as to the inaccuracy of the grade. The Academic Dean or Director will decide the dispute and notify the student in writing of that decision within 14 days of receiving the appeal.

4. To appeal the decision of the departmental Academic Dean or Director, the student must, within 14 days of receiving that decision, appeal in writing to the appropriate Vice President of Education and Accreditation or Campus Director, who will, within 14 days of receiving the student's appeal, consult with an Administrative Review Committee to review the student's appeal and notify the student in writing of the Committee's determination within 14 days of the consultation.

The Committee's decision will be the final institutional resolution of the appeal. No other dispute procedure will be permitted.

This process is available only for disputes pertaining to the accuracy of a reported course grade. Other issues involving a course must be addressed through the College's complaint procedure. In determining whether a student is meeting standards of academic progress, the College must consider the grade currently on record when those standards are applied. Failing grades imposed and upheld as a result of student misconduct are not subject to dispute. Because verifiable evidence is required at each step of the grade dispute process, students should retain their course syllabi and all assignments and examinations that have been returned to them until they have received their course grades.

FINAL REMEDIES

After exhausting the appropriate institutional procedures above, students with complaints that they feel have not been resolved by the College may address these to the appropriate agency or agencies below:

All students　　　　　Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601
502-573-1555 or (fax) 502-573-1535

All students		Ohio State Board of Career Colleges and Schools
		30 East Broad Street, Suite 2481
		Columbus, OH 43215
		614-466-2752, (toll free) 877-275-4219, or (fax) 614-466-2219
Medical Massage Therapy students		Kentucky Board for Licensure Massage Therapy
		911 Leawood Drive
		Frankfort, KY 40601
		502-564-3296 or (fax) 502-564-4818
Nursing students (Florence campus)		Kentucky Board of Nursing
		312 Whittington Parkway, Suite 300
		Louisville, KY 40222
		502-429-3300 or (toll free) 800-305-2042
All students		Accrediting Bureau of Health Education Schools
		7777 Leesburg Pike
		Suite 314
		North Falls Church, VA 22043
		Email: info@abhes.org
All students		Better Business Bureau
		1 East 4th Street, Suite 600
		Cincinnati, OH 45202
		513-421-3015 or (fax) 513-621-0907

Most of these agencies offer, on their websites, specific advice or instructions for filing a complaint. These agencies normally disregard complaints involving grade disputes or personal conflicts and may disregard or defer complaints from students or graduates who have not exhausted the College's complaint procedure. In responding to a complaint addressed to an external agency, the College reserves the right to include student information it deems to be necessary to respond specifically and effectively to the complaint and to do so without the consent of the complainant.

All correspondence and other documentation pertaining to a complaint and its appeals will be maintained by the College for a period of at least five years after the date of the final institutional resolution.

Required consumer information disclosures can be found on the Beckfield College website at http://www.beckfield.edu/disclosures/.

ACADEMIC POLICIES AND INFORMATION

ACADEMIC SESSIONS

Classes are in session year-round, with the exception of scheduled legal holidays and breaks between terms as indicated in the academic calendar. Classes may be scheduled at various periods between 8:00 a.m. and 10:30 p.m. Monday through Thursday and between 8:00 a.m. and 6:00 p.m. on Friday. Some programs or courses may be restricted to day or evening classes only. The online academic week runs from 11:56 p.m. Sunday through 11:55 p.m. the following Sunday.

FULL-TIME STATUS

A full-time student is enrolled in at least 12 credit hours per quarter. Students should be aware that changes in their enrollment status might affect their eligibility for financial assistance, their eligibility for academic recognition, their academic progress, and their date of graduation.

ATTENDANCE

Student learning is improved by regular attendance and participation in all classes. As part of their preparation for a career, students are expected to maintain good attendance. In a professional environment, employees are expected to be regular and punctual in attendance and to report to their employer if they will be absent.

Instructors will record attendance in every class session, and students are expected to attend all scheduled class meetings. Students who expect to be absent from class should contact the instructor as soon as reasonably possible to arrange for any make-up work. Students are strongly encouraged to make use of the Beckfield College email system for communicating with faculty (see COLLEGE EMAIL SYSTEM).

A student absent from all of his or her classes for a period of 14 consecutive calendar days with the exception of holidays and breaks as published in the Academic Calendar will be withdrawn from the College and will receive a grade of W for each course in which he or she is enrolled (see EXPLANATION OF ADMINISTRATIVE GRADES). The student's last recorded date of attendance will be used in determining any applicable adjustment to the student's funding. A student withdrawn for ceasing to attend will not be permitted to re-enroll in any subsequent quarter without discussing academic progress with his or her Academic Dean, Director, or Program Coordinator (or designated academic advisor) and will be subject to a re-entry fee upon re-enrollment. This policy does not apply to a student during an approved leave of absence (see LEAVE OF ABSENCE).

Students returning to the College after being withdrawn for non-attendance must meet the requirements of any program modifications that may be in effect at the time of the student's re-entry.

CANCELLATION OF COURSE REGISTRATION

In order to remain enrolled in an on-ground course for which he or she is registered, a student must attend at least one class meeting of that course within the first two scheduled class sessions of the academic term. If the student does not attend within the first two scheduled class sessions, his or her registration for that course will be canceled. For online courses within 6-week modules, the student must attend within 10 calendar days from the start of the term. In order to remain enrolled in an online course for which he or she is registered, a student must demonstrate attendance by actively participating in the course. This is demonstrated by doing at least one of the following: making a substantial and relevant posting in an academic discussion forum; responding constructively to other students' postings in an academic discussion forum; submitting an assignment; completing a quiz, examination, exercise, or other activity during the first two scheduled weeks of the course. If a student in an online course fails to demonstrate attendance during the first two calendar weeks, his or her registration for that course will be canceled.

Students whose course registration is canceled will receive an administrative grade of NS (No Show) for that course. Because an NS indicates cancellation of registration, the grade does not affect a student's academic progress. Students may enter a course for the first time after the second calendar week only if cancellation of a class meeting prevents their attendance in that course within the first two weeks.

When cancellation of course registration occurs, the student's financial aid awards will be re-evaluated. If the cancellation results in a change in the student's enrollment status (such as from full-time to part-time), the student's eligibility for federal and institutional grants will be immediately affected.

Federal student loan eligibility is determined by a student's enrollment status at the time the loan payment is disbursed. If the student's loan disbursement is received after the first two weeks of the quarter and the student's enrollment has decreased to less than half-time status (fewer than 6 credit hours), the student is no longer eligible for that quarter's loan disbursement.

MAKE-UP POLICY

The eligibility of a student to make up class work, assignments, and tests missed due to absences is at the discretion of the instructor. Students are expected to understand each instructor's policy on make-up work as this is presented in the instructor's syllabus. Some programs have policies regulating make-up work in specific courses. If a final examination is canceled because of a weather emergency or other unavoidable circumstance, the examination will be administered during the following week on the same day of the week and at the same time as originally scheduled, or at a time agreed upon by the students and the instructor, provided that no other properly scheduled class or examination is affected.

ADDING AND DROPPING COURSES

Students may adjust their schedules by adding or dropping courses only during the first week of classes (see the ACADEMIC CALENDAR). Thereafter, withdrawal from a course results in no tuition adjustment and adding a course is not permitted. The last date on which a student may officially withdraw from a course is the last weekday before the scheduled date of the final exam for that course. Students will not be permitted to withdraw from a course on the scheduled day of the final exam for the course. Before processing the student's withdrawal request, the Registrar has the option to confirm with the instructor of the course that the student wishing to withdraw has not yet completed the course and has not yet taken the final exam. When a student withdraws from a course after the first week of classes, the student will receive a grade of W for that course. The W grade will count towards the student's course completion rate (CCR) but not towards their cumulative grade-point average (CGPA) for calculation of satisfactory academic progress (SAP). A student wishing to add or drop a course must meet first with his or her academic advisor to discuss how the change may affect academic progress. Students who receive financial aid must also meet with a financial aid administrator before any action can be taken.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to officially withdraw from the College before completing his or her current quarter of enrollment must first contact his or her Academic Dean or Director, since an institutional withdrawal will negatively affect the student's academic progress. The student is also required to complete financial aid exit forms. Information on tuition refunds for students who withdraw from the College appears in the REFUND POLICIES section of this catalog. Students should complete all necessary withdrawal paperwork in a timely manner. Students will be administratively withdrawn from the College if they are no longer enrolled in or registered for any classes at any point in a term.

Students returning to the College after a withdrawal or dismissal must meet the requirements of any program modifications that may have occurred during their absence.

LEAVE OF ABSENCE

A leave of absence may be granted to a currently enrolled student when unavoidable circumstances occur which would adversely affect the student's attendance and/or academic progress. To request a leave, the student must address a written, signed, and dated application for a leave of absence to the Registrar or Assistant Registrar. This application must provide an explanation of the student's need for a leave of absence, accompanied by verifiable documentation, if requested by the College. In order to approve a leave of absence, the College must have a reasonable expectation that the student will return by or before the end of the leave. Students receiving Title IV funds are also required to meet with the Office of Student Financial Services before beginning or returning from a

leave of absence. If an event beyond the student's control prevents the student from requesting the leave in advance, the College will determine the beginning date of the leave to have been the first date on which the student was unable to attend classes as the result of that event.

No more than 180 calendar days of leave will be approved for a student during any twelve-month period. If a student's absence will exceed 180 calendar days, the student must withdraw from the College and re-apply for admission in order to return. A student who fails to return from a leave by or before the end date of the leave will be regarded as having withdrawn from the College (see WITHDRAWAL FROM THE COLLEGE). The date of withdrawal will be determined to have been the student's last date of attendance, and all policies pertaining to withdrawal will apply. A leave of absence will not be approved for any student who has violated the attendance policy (see ATTENDANCE) or whose enrollment in the College has been suspended or terminated for any other reason.

If a student's program undergoes modifications during the leave of absence, the student may be subject to the requirements of those modifications upon his or her return.

COURSE SCHEDULING

It is the College's objective to ensure that appropriate courses are available to those students who remain enrolled from quarter to quarter and successfully complete their courses. The College cannot assure that a specific course will be immediately available for:

- A graduate returning for an additional credential
- A student changing programs or elective options within a program
- A student returning to the College from a withdrawal or dismissal
- A student who has failed or withdrawn from the course or a prerequisite to the course
- A student who has deliberately avoided the course when it has been appropriately scheduled
- A student who has had prerequisites to the course transferred from another institution

COURSE SEQUENCING

The College sequences its courses for the academic benefit of students. Students should pursue courses in the recommended sequence for their program in order that the College can best assure that courses will be available when it is in students' best interest to take those courses. Any changes in course sequencing must be approved by the appropriate Academic Dean or Director. Classroom availability, course availability, and class enrollment sometimes make it necessary for the College to adjust the sequence of a student's courses, but the integrity of the student's program will not be affected by such adjustments. Students are cautioned that course failures and withdrawals can lead to difficulties in the effective sequencing of their courses.

COURSE SUBSTITUTION

In extraordinary circumstances, the appropriate Academic Dean or Director may permit a course to be substituted for another course in a student's program. Normally, such substitution will be permitted only to accommodate a student approaching graduation who might otherwise be placed at an unreasonable disadvantage without the substitution. A substituted course must normally be selected from the same academic or technical area as the course replaced but may not be used to replace a course for which the student has received a grade of F (see GRADE REPLACEMENT). In no circumstance will a course substitution be permitted if the substitution would violate the general education or concentration requirements of the student's program, as these requirements have been determined by the College's accrediting or licensing agencies or program-approving agencies. Some programs do not permit course substitutions.

AUDITING A COURSE

A graduate of the College may return at any time to audit a course taken previously without any additional charge other than the cost of the textbooks and applicable fees. Auditing is available for those who have left their employment for any reason and wish to review, for those who have changed jobs or assignments, or for those who simply want to update or refresh their skills. All audits require approval of the appropriate Academic Dean or Director and are arranged on a space-available basis. An audited course awards no credit and cannot be converted to a credited course. Some programs may require a student returning from a dismissal or institutional withdrawal to audit a course the student has previously passed.

GENERAL EDUCATION

In its Accreditation Manual, (January 2018), the College's accrediting agency, the Accrediting Bureau of Health Education Schools, defines general education as courses that develop basic essential knowledge, skills, and abilities for continued learning and career development. These courses are distributed from offerings in the humanities, social sciences, or natural sciences. Courses in communications, mathematics, humanities, social sciences, and the arts are examples of courses in general education. Legitimate college and university degrees require a substantial component of general education. At Beckfield College, associate degrees include at least 24 credit hours of general education courses, and baccalaureate degrees include at least 56 credit hours.

General education includes collegiate coursework in the principles of:
- the social and behavioral sciences: sociology, psychology, political science, history, economics, cultural anthropology, cultural geography, etc.
- the arts and humanities: art, music, literature, composition, speech, logic, philosophy, etc.
- the natural and physical sciences: chemistry, biology, ecology, physics, physical anthropology, geology, physical geography, astronomy, etc.
- the mathematical disciplines: algebra, geometry, trigonometry, calculus, statistics, etc.

A general education course exposes students to the principles of a subject in one of the areas listed above. General education courses do not focus on the specific skills and knowledge required for a particular occupation because such a focus is not their purpose. The purpose of general education is to assist students in becoming citizens who are informed, inquisitive, independent, discerning, discriminating, analytical, reflective, and personally and socially responsible, and therefore less likely to be influenced by prejudice, propaganda, and unexamined opinions and conclusions.

The College's current general education curriculum comprises the following courses:

Social and Behavioral Sciences

ECN	101	Macroeconomics
ECN	201	Microeconomics
HIS	215	American History: Society, Culture, and Law
POL	101	The American Political System
PSY	101	Principles of Psychology
PSY	211	Developmental Psychology
PSY	230	Abnormal Psychology
SOC	101	Principles of Sociology
SOC	105	Interpersonal Communication
SOC	300	Diversity in Society

Composition and Humanities

COM	105	Speech Communication
COM	300	Professional Communication

ENG	111	Composition I
ENG	112	Composition II
ENG	201	Introduction to Literature
ENG	250	Rhetorical Persuasion
ENG	301	American Literature
HUM	101	Ethics
HUM	315	Critical Thinking

Natural Sciences

BIO	105	Nutrition
BIO	145	Anatomy and Physiology
BIO	151	Anatomy and Physiology I for Practical Nursing
BIO	152	Anatomy and Physiology II for Practical Nursing
BIO	153	Human Physiology
BIO	163	Human Anatomy and Physiology I (with laboratory)
BIO	164	Human Anatomy and Physiology II (with laboratory)
BIO	300	Nutrient Metabolism
CHM	100	Integrated Chemistry (with laboratory)

Mathematics

MTH	100	Introduction to Statistics
MTH	120	Quantitative Reasoning
MTH	140	Algebra
MTH	305	Statistics

ACADEMIC INTEGRITY

As an institution that values learning through academic inquiry, Beckfield College must ensure that its students clearly understand the value, process, and use of research, as well as the consequences of misconduct in presenting or otherwise employing the results of research.

Faculty who assign research are responsible for instructing their students in how to accurately represent and attribute ideas and expressions belonging to others and how to completely and accurately document all resources in which those ideas or expressions are found. Whether quoted, paraphrased, summarized, or otherwise represented, every idea or expression beyond the realm of common knowledge or the student's own invention must be appropriately attributed and its source carefully documented.

Faculty who discover violations will enforce appropriate penalties. A violation of the principles of attribution and documentation is plagiarism, and, whether deliberate or accidental, plagiarism is a violation of academic integrity. When deliberate, it is clearly dishonest and should incur a significant penalty. When accidental, it is not thereby excusable by a student's appeal of ignorance. Faculty must not only respect the scholarship of others, but must teach their students to respect it and must be prepared to protect that scholarship when they find that it has been abused.

Faculty are free to set reasonable penalties for any form of academic dishonesty, whether plagiarism, cheating in completing examinations or other assignments, or unauthorized computer file-sharing, illegal downloading, uploading or distribution of copyrighted materials. In most cases, the minimum academic penalty is a grade of zero in any assignment pertaining to the violation. However, a student found to have violated standards of academic integrity will forfeit any scholarship or other academic award to which he or she may otherwise be (or

become) eligible and will be ineligible for honors upon graduation. More than one violation by the same student may result in the student's disciplinary dismissal from the College. In cases of unauthorized or illegal use of electronic resources, substantial legal penalties may also apply, as such activities are violations of U.S. copyright law.

In addition to the requirements outlined above, all students will be given unique login information to verify personal identity when accessing various electronic resources (see also ONLINE IDENTITY VERIFICATION AND PROTECTION). It is a violation of the Academic Integrity Policy to provide fraudulent information to obtain an account. It is the student's responsibility to keep these credentials confidential. The student's username and password should be used to access the College IT resources for their intended purposes only. These resources include all Beckfield College computers, printers, online course material, servers, websites, email services, network connectivity services, and other online resources and files.

The following additional actions are considered violations of the Academic Integrity Policy in regard to virtual classrooms:
- Unauthorized collusion
- Misrepresenting one's identity

Any instructor who discovers any of the above violations in his or her course will provide a written report of the violation to the Academic Dean or Director whose course is involved. The report will include at least such details as:
1. The date on which the incident occurred or was discovered,
2. The title of the course involved,
3. The name(s) of the student(s) involved,
4. A description of the violation,
5. Action taken by the instructor, and
6. The instructor's recommendation for further action (if any).

The report will be accompanied by whatever documentation pertains to the violation. After consultation between the instructor and the Academic Dean or Director, the report will become part of the permanent academic record of the student involved, as will any response the student may submit.

In instructing their students in proper attribution and documentation, faculty will normally require the documentation style appropriate to their profession or to the academic discipline of their courses: American Psychological Association, Modern Language Association, Uniform System of Citation, or other.

INCOMPLETES

An Incomplete may be assigned for a course when circumstances beyond the control of the student prevent the completion of coursework. An Incomplete indicates that the student has demonstrated commitment to the course (by attendance and coursework submitted) and has done passing work, but has been prevented from fulfilling all requirements of the course. Further, the student must have submitted coursework of sufficient quantity and quality for the instructor to determine that the student has the ability to complete the course without assistance in the time permitted for completion. A request for an Incomplete will not be approved for a student who is failing the course at the time of the request or for a student who has violated the attendance policy (see ATTENDANCE).

An Incomplete must be requested by the student and will not be granted without the approval of the instructor and the Academic Dean or Director of the department offering the course. Students in withdraw status may not request an Incomplete for a course. With the exceptions noted below, resolution of an Incomplete must occur within 28 days of the date the grade was assigned, whether or not the student is enrolled during the 28-day period. If the Incomplete has not been resolved within the period approved, a grade of zero will be entered for all

work not submitted, and the course grade will be determined in accordance with the criteria published in the instructor's syllabus.

>   **Exception 1:** With the approval of the student's Academic Dean or Director, the term for resolution of an Incomplete in an externship or practicum may be extended to one quarter.

>   **Exception 2:** A student suspended for failure to meet standards of academic progress must resolve any Incompletes before an academic plan may be developed (see STANDARDS OF ACADEMIC PROGRESS).

GRADE REPLACEMENT

In order to receive credit for a course in which a failing grade (F) has been assigned, a student must repeat and pass the course. If the grade earned in repeating a course is passing, this grade will replace the failing grade, and the student's cumulative grade-point average will be adjusted accordingly. If a student receives a failing grade in the same course more than once, the passing grade earned in repeating the course will replace only the earliest failing grade. All grades remain recorded in the student's transcript, and all attempts of a course are counted in determining the student's course completion rate (see STANDARDS OF ACADEMIC PROGRESS). All courses failed must be repeated at Beckfield College. It is necessary to note that, according to the U.S. Department of Education's Federal Student Aid Handbook, Financial Aid will only pay for three attempts of any developmental course. Any attempts necessary after these attempts will be done at the student's expense.

If a student fails or withdraws from a course which subsequently becomes unavailable as a result of a program modification, the student will be scheduled according to the requirements of the modification and will not be permitted to repeat the course.

CHANGE OF PROGRAM

Because several programs have specific requirements for admission, a student may transfer from one program to another only with the recommendation of the Academic Dean or Director of the program to which the student wishes to transfer. Except in extraordinary circumstances, students are restricted to two such changes during their enrollment in the College.

When a student transfers from one program to another, courses that appear in both programs will be applied to the new program, and all grades previously recorded for these courses will be included in determining the student's academic progress in the new program. Transcripts currently on file from other post-secondary institutions the student has attended will be re-evaluated to determine whether additional coursework may be eligible for transfer.

Students' requests for a change of program will not be acted upon until their grades from the most recent quarter have been posted and their academic standing has been determined. Students may not change programs while under academic probation. Students who wish to return to their original program will be subject to the requirements that apply to that program at the time of their return.

CONTACT HOURS AND CREDIT HOURS

Course crediting is based on the number of lecture, laboratory, and externship or clinical hours provided in the contact (instructional) hours of each course. A contact hour is defined as 50 minutes of instruction. One-quarter credit hour is awarded for each:

- 10 or more contact hours of lecture (instruction in theory and principles). For every contact hour of a lecture class, students should expect to devote at least two hours out of class in such activities as reading, study, review, research, and completing written assignments.
- 20 or more contact hours of laboratory (supervised application of knowledge and skills). For every two

contact hours of a laboratory, students should expect to devote at least one hour out of class in such activities as reading, study, review, research, and completing written assignments.

- 30 or more contact hours of externship, practicum, or clinical course work (supervised field experience).

In those programs for which Title IV funding requires a clock-hour conversion, the College uses a 25-to-1 clock hour to credit hour conversion rate, which includes a minimum of 20 clock hours of classroom or direct faculty instruction with the remaining 5 clock hours to include documented student work outside of class.

GRADING SYSTEM

Faculty report final course grades to the Registrar at the end of each quarter. After administrative processing, grades are made available to students. Grades for graduating students are mailed to the students' homes. The following system is applied, with exceptions and clarifications noted below.

GRADE		DESCRIPTION	Quality Points per Credit Hour
A	(90-100%)	Superior achievement	4
B	(80-89%)	Commendable achievement	3
C	(70-79%)	Satisfactory achievement	2
D	(60-69%)	Marginally acceptable achievement	1
F	(below 60%)	Unsatisfactory achievement	0
I		Incomplete	Not computed
W		Withdrawn without grade penalty	Not computed
K		Course enrollment canceled	Not computed
LC		Enrollment in laboratory or clinical section of a course	Not computed
R		Course repeated	Not computed
AU		Course audited; no credit awarded	Not computed
NS		No Show; course registration canceled	Not computed
PC		Credit granted through proof of proficiency	
TC		Credit granted through transfer	Not computed
LOA		Leave of Absence	Not computed

As indicated in the syllabus for each course, work completed out of class will be accounted for, and the evaluated results of such work will be included in determining the student's grade for a course.

A grade of F will be administratively imposed when a student is dismissed from a course, from his or her program, or from the College as a result of misconduct (see CONDUCT).

Evaluative grades are not assigned for a laboratory section scheduled separately from the lecture section of a course. Laboratory grades are included in determining the grade for the course as a whole, and the grade of LC indicates only that the student was enrolled in a separately scheduled laboratory section.

Grades earned in developmental courses (those with the course number 090) are not computed in determining a student's grade-point average.

Grades with an asterisk (*) are not computed into a student's grade-point average or course completion rate.

In the nursing department, C is the minimum passing grade in any course designated PNR or NUR, and the grade of D does not apply. The percent equivalents for the grades of A, B, C, and F in these courses are as follows: A = 93-100%, B = 85-92%, C = 78-84%, F = below 78%. A student who fails any two nursing courses or the same nursing course twice is subject to dismissal from the program and must successfully appeal, in writing, to the Nursing Department in order to continue or resume enrollment.

In some biological science, Allied Health, and specialized courses, a grade of C (70%) is the minimum passing grade, and the grade of D does not apply. For BIO 151, BIO 152, BIO 153, BIO 163, and BIO 164, 78% is the lowest passing score. Where this grading policy applies, it is noted in the appropriate course descriptions. A student who fails the same Allied Health laboratory course twice must receive the approval of the Allied Health Department in order to repeat the course.

EXPLANATION OF ADMINISTRATIVE GRADES

AU: Audit, indicating that the student has taken a course for no credit. Current students and graduates are permitted to audit courses on a space-available basis. Audited coursework awards no credit and cannot be converted to credit.

I: Incomplete, indicating that the student has demonstrated commitment to a course through quantity and quality of work and is passing the course, but because of unavoidable circumstances has been prevented from fulfilling all course requirements. An Incomplete must be requested by the student and approved by the instructor and the Academic Dean or Director of the department offering the course. Instructors will not assign an Incomplete simply because a student ceases attending class or submitting work.

K: Cancellation of enrollment, indicating that the student's enrollment in the College has been canceled for cause, as determined by the College.

LC: Laboratory/Clinical, indicating that the student has been enrolled in a laboratory or clinical section of a course. Transcripts issued before June, 2014, may have an "L" in lieu of the "LC" grade.

LOA: Leave of Absence, indicating that the student has interrupted his or her attendance but is considered still enrolled under an approved leave of absence.

NS: No Show, indicating that the student's registration for a course has been canceled as a result of his or her failure to attend the course within the first two calendar weeks of the quarter.

PC: Proficiency Credit, indicating that the student has passed an approved examination or has otherwise demonstrated appropriate proficiency in a subject or discipline required in his or her program.

TC: Transfer Credit, indicating that the student has been granted credit for a course by having successfully completed a comparable or equivalent course at another appropriately accredited institution.

W: Withdrawal, indicating that the student has withdrawn from a course in progress.

WF: Withdrawal while failing, indicating that the student has withdrawn from a course after the seventh week of the quarter and was currently failing the course as of the date of withdrawal. **Note: The College discontinued awarding this grade effective January 1, 2014. This grade may still be reflected on transcripts if earned in terms prior to January 1, 2014.**

(*): Grades marked with an asterisk are considered developmental courses and are not computed in a student's grade-point average (GPA) or course completion rate (CCR).

GRADE-POINT AVERAGE

The final grade assigned by an instructor at the end of a quarter is based on the student's academic achievement during the term. Each course grade is assigned a number of quality points per credit hour. A student's quarterly grade-point average (GPA) is determined by dividing the total number of these quality points by the total number

of credits attempted during the quarter. The administrative grades AU, I, K, L, LOA, NS, PC, TC and W do not affect the student's GPA.

ACADEMIC HONORS

The Deans' List and President's List are quarterly recognitions of academic achievement. At the conclusion of each quarter, students who have earned a grade-point average of at least 3.5 in that quarter are named to the Deans' List. Those who earn a grade-point average of 4.0 in that quarter are named to the President's List. In order to qualify for these honors, a student must have completed at least 12 credit hours (not including developmental courses) in the quarter for which the award is given. Part-time students who have completed at least 6 but fewer than 12 credit hours (not including developmental courses) in the same quarter and have earned a grade-point average of at least 3.5 in that quarter are named to the Director's List.

Lambda Epsilon Chi (LEX) is a national honor society for paralegal studies. The purpose of LEX is to recognize persons who have demonstrated superior academic performance in an established program of Paralegal/Legal Assistant Studies offered at an institution that is a member in good standing of the American Association for Paralegal Education. Students to be inducted will have demonstrated superior academic performance, evidenced by a cumulative grade-point average of 3.5 or higher and will have completed at least two-thirds of their program requirements. These students are recognized through a formal ceremony and the awarding of a certificate of induction and a membership pin. They are also entered into the permanent records of Lambda Epsilon Chi and the American Association for Paralegal Education.

The associate degree programs in nursing maintain an honor society for students who have completed at least three quarters of the course work in their program. To qualify for induction, a student must have a cumulative grade-point average of at least 3.2 upon completing the third quarter and must continuously maintain the qualifying grade-point average in order to retain membership.

GRADUATION

To be eligible to graduate, a student must have:
1) Successfully completed all courses required for the credential sought,
2) Met the College's residency requirement,
3) Earned all credits required by his or her program within the maximum program length (1.5 times the number of credit hours in the program),
4) Completed his or her program with a cumulative grade-point average of at least 2.00,
5) Completed an exit interview with the Office of Career Services,
6) Completed a loan exit interview with the Office of Student Financial Services, if applicable, and
7) Completed an exit interview with the Office of Career Services, if applicable.

GRADUATION WITH HONORS

Because Beckfield College believes that academic excellence deserves recognition, it awards honors to outstanding graduates in each graduating class. A degree graduate whose cumulative grade-point average (CGPA) meets the following criteria is graduated with the honor indicated:

Academic Honor	Minimum CGPA
Cum laude	3.50
Magna cum laude	3.75
Summa cum laude	4.00

The Alpha Beta Kappa Honor Society Award will be earned by any graduate who has maintained at least a 3.75 cumulative grade-point average and outstanding attendance.

STANDARDS OF ACADEMIC PROGRESS (SAP)

At the conclusion of each quarter, every student's academic record is evaluated to ensure that the student is making satisfactory progress toward graduation. Two standards apply: the course completion rate (CCR) and the cumulative grade-point average (CGPA). These standards apply to all students without exception.

The course completion rate (CCR) is evaluated at the end of each quarter of enrollment to ensure that the student can successfully complete his or her program within the maximum program length. The course completion rate is determined by dividing the number of credit hours the student has earned by the number of credit hours the student has attempted. Credits earned are those for which the student has received a grade of A, B, C, D, PC, or TC. Credits attempted are those for which the student has received a grade of A, B, C, D, F, I, PC, TC, W, or WF. In order to graduate, the student may not exceed the maximum program length; that is, the student may not attempt more than 1.5 times the number of credit hours required by his or her program (rounded down to the nearest whole number).

The cumulative grade-point average (CGPA) is evaluated at the end of each quarter of enrollment to ensure that the student can complete his or her program with the required CGPA of at least 2.00.

To be eligible for graduation, a student must have completed his or her program with a CCR of no less than two-thirds (67%) and a CGPA of no less than 2.00. These two requirements are referred to as the graduation standards.

The Bachelor of Science in Nursing requires that the student complete the junior and senior years within 1.5 times the credit hours required with a CGPA of at least 2.00. Because this is a degree-completion program (associate to baccalaureate), the student's academic progress is determined only by the CCR and CGPA achieved in his or her junior and senior years.

Because of the structure of the LPN to Pre-RN associate degree in nursing, the diploma standards (below) apply separately to each component of the program: Quarters 1 through 5 (directed to licensure as a Practical Nurse) and Quarters 6 through 10 (directed to licensure as a Registered Nurse).

The minimum standards indicated in the chart below apply to all students, regardless of their enrollment status (full-time or part-time) in any quarter. To maintain good standing, a student must meet or exceed both the CCR and the CGPA standard at each evaluation point.

Students in clock-hour programs should consult the policies in the "Clock-Hour Policies" section of this catalog.

Minimum Standards of Academic Progress

Degree Programs		
End of quarter 1	CCR: 33%	CGPA: 1.00
End of quarter 2	CCR: 45%	CGPA: 1.25
End of quarter 3	CCR: 50%	CGPA: 1.50
End of quarter 4	CCR: 55%	CGPA: 1.60
End of quarter 5	CCR: 60%	CGPA: 1.80
End of quarter 6*	CCR: 67%	CGPA: 2.00
End of each subsequent quarter	CCR: 67%	CGPA: 2.00

*A degree student who fails to meet either standard at the conclusion of
his or her sixth quarter or any quarter thereafter will be suspended.*

Diploma Programs

End of quarter 1	CCR: 33%	CGPA: 1.25
End of quarter 2	CCR: 50%	CGPA: 1.60
End of quarter 3	CCR: 60%	CGPA: 1.80
End of quarter 4	CCR: 67%	CGPA: 2.00
End of each subsequent quarter	CCR: 67%	CGPA: 2.00

Certificate Programs

End of quarter 1	CCR: 33%	CGPA: 1.25
End of quarter 2	CCR: 55%	CGPA: 1.55
End of quarter 3	CCR: 67%	CGPA: 2.00
End of each subsequent quarter	CCR: 67%	CGPA: 2.00

Upon the first failure to meet either of the minimum standards, the student will receive a notification of Academic Warning and will be required to meet with his or her Academic Dean or Director for academic counseling. If the student is receiving federal financial assistance, he or she will also be placed under Financial Aid Warning but will remain eligible for financial aid.

After the second consecutive failure to meet either of the minimum standards, the student will be notified that he or she is under Academic Suspension. If the student is receiving federal financial assistance, he or she will immediately be placed under Financial Aid Suspension and will be notified of this loss of eligibility.

If extenuating circumstances have caused or substantially contributed to the student's failure to maintain academic progress and the student wishes to remain enrolled, he or she must submit a written appeal to his or her Academic Dean or Director. This appeal must explain the circumstances that have impeded the student's academic success and what actions the student has taken to overcome those circumstances.

If the student's appeal is approved, an Academic Plan must be developed and approved by the student and his or her Academic Dean or Director. This plan will set the requirements that the student must meet in order to remain enrolled and recover good academic standing.

If the student has been receiving federal financial assistance, he or she must also submit to the Office of Student Financial Services a written appeal for reinstatement of eligibility. This appeal must include:
1) A detailed explanation for the student's failure to meet the Standards of Academic Progress,
2) Documentation of the circumstances which have obstructed his or her academic progress,
3) The actions the student has taken to correct his or her academic deficiencies, and
4) A copy of the student's Academic Plan.

If all necessary appeals are approved, the student will be placed on Academic Probation for no more than two quarters of enrollment, during which he or she must recover good academic standing. Failure to do so will result in the student's academic dismissal from the College. A student who has successfully appealed loss of financial aid eligibility will be notified that he or she is under Financial Aid Probation for the term of the Academic Probation.

The following circumstances will result in dismissal from a program for lack of academic progress:

1) The student has failed to satisfy the terms of his or her Academic Plan.
2) The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
3) It is determined at any time that it is mathematically impossible for the student to achieve graduation standards within the maximum program length (1.5 times the number of credit hours in the program).
4) The student's final appeal of any academic action has been denied.

EFFECTS OF ADMINISTRATIVE GRADES & OTHER ACTIONS ON STUDENTS' ACADEMIC PROGRESS

Credits Transferred from Other Institutions (TC): Transferred credits are treated as credit hours attempted and earned. Therefore, when transferred credits are applied to a student's program, the student's course completion rate is increased. A student's quarter of enrollment is not affected by transferred credits. The student is subject to those standards of progress applying to his or her actual quarter of enrollment in the College.

Proficiency Credit (PC): Credits granted to a student through proof of proficiency count as credits attempted and earned in determining course completion but do not affect the student's grade-point average.

Withdrawal from a Course (W): A grade of W indicates that a course was attempted but not completed as the result of a student's voluntary withdrawal or administrative withdrawal by the College (see ATTENDANCE and ADDING AND DROPPING COURSES). A grade of W carries no grade penalty and thus affects only the course completion rate.

Cancellation of Course Registration (NS): A grade of NS (no show) indicates that the student has not attended a course during the first two calendar weeks of a quarter and that his or her registration for that course has been canceled. A grade of NS has no effect on a student's academic progress.

Cancellation of Enrollment (K): A grade of K indicates that the student's enrollment in the College has been canceled for cause, as determined by the College. A grade of K has no effect on a student's academic progress.

Incomplete (I): An Incomplete indicates credit hours attempted but not yet earned. An unresolved Incomplete has no effect upon the student's grade-point average, but will negatively affect the student's course completion rate until the incomplete is resolved to a passing grade. A student suspended for failure to meet standards of academic progress must resolve any Incompletes before an academic plan may be developed.

Disputed Grade: In determining whether a student is meeting standards of academic progress, the College must consider the course grade currently on record when the standards are applied (see GRADE DISPUTES above). If the student is currently under an Academic Plan and a change of grade results from the dispute, the student's Academic Plan may be revised to accommodate the amended grade.

Repeated Course: Any course not passed remains recorded in a student's transcript and is charged to the student as credit hours attempted but not earned, whether or not the student has subsequently repeated and passed the course.

Developmental Course: Because developmental courses are provided as academic preparation in addition to the courses required by a student's program, grades received in these courses are not computed in determining a student's grade-point average, and the outcomes of the courses do not affect the student's academic progress. If a student is enrolled only in developmental courses in a quarter, that quarter will not be included in

determining the student's academic progress. However, a student who has not passed a developmental course within three attempts of that course (one academic year) will no longer be eligible to receive federal financial assistance for the course.

Leave of Absence (LOA): An approved leave of absence does not affect a student's academic progress. If the leave commences during a quarter, that quarter will not be included in determining the student's academic progress, provided that the student fulfills the terms of the leave. However, a student who does not return by the conclusion of a leave will receive a grade of W in all courses in which he or she was enrolled when the leave was granted, and the student's course completion rate will then be negatively affected.

Change of Program or Enrollment into a New Program: When a student changes programs or a graduate re-enrolls for an additional credential, completed courses appropriate to the new program are applied to that program, and the outcomes of all previous attempts of these courses affect the student's academic progress in the new program. Attempts of courses that do not apply to the new program remain recorded in the student's transcript but do not affect the student's progress in the new program. When all courses have been applied to the new program, the student must earn the credits remaining in the new program within 1.5 times the number of the credits remaining to complete the program (rounded down to the nearest whole number). A student may not change programs or enroll in a new program while under academic probation.

A change of program does not affect a student's quarter of enrollment. The student will therefore be subject to the standards of progress applying to his or her current quarter of enrollment regardless of any change of program.

Figure 1: Florence, KY Campus

CLOCK-HOUR PROGRAM POLICIES

This section provides financial aid, policies, and related information for students enrolled in clock-hour programs only. Some of these policies may differ slightly from those affecting credit-hour programs. Programs that utilize this section are noted in the PROGRAMS OFFERED section of this catalog. Policies located elsewhere in this catalog will govern both credit-hour and clock-hour programs unless an alternate clock-hour policy is stated in this section.

FINANCIAL AID FOR CLOCK-HOUR PROGRAMS

Payment Periods and Disbursement Procedure for Clock-Hour Programs

Federal Student Aid (Title IV) includes Federal Pell Grants, Federal Direct Stafford Loans, and Federal Direct Parent PLUS Loans. Federal Student Aid will be disbursed to students (or their tuition accounts) in two or more payments, depending on the number of academic terms for their program. The first payment period begins at the start of a program and ends at the halfway point of the program. Unless a student has paid the tuition with her/his own money or other funding, some or all of the federal aid a student is eligible for will first go to reduce the student's tuition bill.

Depending on the program length, there are two to four payment periods. Programs with one academic year or less will have two payment periods, while programs that have a second academic year will have either three or four payment periods. The Financial Aid Office sends a notice to students when their accounts are credited with student loan funds, although this does not necessarily mean a student will receive a refund. Students must maintain satisfactory academic progress in order to receive federal aid.

Institutional Refund Policy for Clock-Hour Programs

Refunds for clock-hour programs are based on the student's current term and the number of clock-hours that the student is scheduled for each term.

1. A student who withdraws before the first class and after the 5-day cancellation period (see REFUND POLICIES above) shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% completed, but before the academic term is 25% completed, will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within forty-five days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity. Appeals of refund policy interpretations may be addressed, in writing, to the Corporate Director of Student Financial Services.

Satisfactory Academic Progress for Clock-Hour Programs

All Beckfield College students, whether or not they receive federal financial aid, are required to make academic progress toward completion of a degree or certificate. Satisfactory progress for a clock-hour program is evaluated at the end of each academic term in order to determine if the student has successfully completed their

scheduled clock hours for that academic term. To be considered to be making Satisfactory Academic Progress (SAP) and to be eligible for the federal financial aid, a student must be meeting all of the following conditions:

Qualitative - Grade-Point Average - Clock-hour students must maintain a cumulative grade-point average (CGPA) of at least 2.0 to be examined at the end of each academic term.

Quantitative - Pace of Progress - All students must successfully complete at least 75% of their cumulative attempted clock hours to stay on pace within the Maximum Time Frame requirements.

- Attempted clock hours are the hours a student attends each academic term.
- Transfer clock hours accepted toward the student's program are included in both the attempted clock hours and completed clock hours.
- Excused absences must be made up.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, he/she must notify the Financial Aid Office.

Maximum Time Frame - All students must complete their program requirements within 150% of the time it normally takes to complete the program (as measured in clock hours and calendar weeks). For example, a student must successfully complete a total of 900 clock hours in less than 1350 total attempted clock hours (900 x 150% = 1350). Also, a 48-week program must be completed in less than 72 weeks.

Warning Period
A student who fails to meet either or both the Qualitative and Quantitative standards will be given a Warning Period of one academic term. During the Warning Period, a student may continue to receive the financial aid for which he/she is otherwise eligible.

Suspension / Termination
A student's financial aid eligibility will be suspended or terminated if either of the following occurs:
- The student fails to meet either or Both the Qualitative and Quantitative standards by the end of the Warning Period.
- The student has attempted 150% of the clock hours required for the certificate program.

Appeals
The appeals process for academic issues, SAP status, and financial aid decisions are the same for students in all programs (clock-hour and credit-hour) as found in the previous sections of this catalog.

Probationary Period
A student whose appeal is approved will have academic and financial aid eligibility reinstated on a probationary basis for one academic term. The student may continue to receive financial aid during this Probationary Period, but must meet the regular SAP standards or be making progress under an approved academic plan by the end of the Probationary Period. A student who fails to make progress under the approved academic plan will not be allowed to submit another appeal.

Re-establishing Eligibility
A student who has failed to make progress during the Probationary Period may re-establish his/her financial aid eligibility after meeting the following conditions: The student may enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

Notification
Students will be sent written if their status changes as a result of the SAP evaluation.

SAP Table - Medical Massage Therapy – Diploma				
Academic Term/ Evaluation Point:	TERM 1	TERM 2	TERM 3	TERM 4
Scheduled Clock Hours	240	240	240	180
Minimum SAP %	75%	75%	75%	75%
Minimum CGPA	2.0	2.0	2.0	2.0
Minimum Earned Hours	180	360	540	675
Instructional Weeks	12	12	12	12

Program length – 48 weeks. Maximum program length – 72 weeks.

ACADEMIC POLICIES FOR CLOCK-HOUR PROGRAMS

Attendance Policy for Clock-Hour Programs

Clock-hour programs require documentation of student attendance for every scheduled hour of class time. Students are expected to attend all scheduled classes for the entire class session in order to achieve the learning objectives of their program.

Any absence in the program will require the student to attend a scheduled make-up session with the Instructor, Program Dean, or the Academic Dean for the full amount of class hours missed. A student may use make-up sessions to compensate for a maximum of three (3) absences per course. After three absences, students are required to submit proper documentation and seek Academic Dean Approval before attending further make-up sessions.

Evaluation of Outside Work in Clock-Hour Programs

Out-of-class hours, used to calculate Title IV funding, is "required" of the student to obtain that funding. Outside work is evaluated by the faculty.

Excused Absence in Clock-Hour Programs

No more than 10% of the clock hours per course may be counted as excused absences. Absence from a class period in a clock-hour program may be designated as an excused absence ONLY if:
- Prior approval for the absence is obtained by the instructor AND the Program Coordinator, Program Dean, or the Academic Dean; or
- Supporting documentation is submitted, and a subsequent approval for the absence is obtained by the instructor AND the Program Coordinator, Program Dean, or the Academic Dean.

Make-Up Policy for Clock-Hour Programs

Students must attend a make-up session within seven (7) days of the original date of absence unless approved by the Academic Dean, not to exceed the end of the academic term. Make-up times may be regularly scheduled by the program, or may be agreed upon by the student, Instructor, Program Dean and/or Academic Dean, provided that no other properly scheduled class or examination is affected.

Leave of Absence for Clock-Hour Programs

The Leave of Absence (LOA) policy and procedures are the same for all students at Beckfield College regardless of whether they are in a credit-hour or a clock-hour program. Please see the Leave of Absence policy as found in the previous sections of this catalog. The time spent on an approved leave of absence is not counted against the maximum time frame for clock-hour students.

Repeating a Course in Clock-Hour Programs

Students may repeat failed courses until they have attained a passing grade. However, a student cannot exceed the 150% maximum time frame allowable for their program (see Maximum Time Frame Policy), and they may not receive financial aid for subsequent attempts of a course. An "Incomplete" grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as not completed, but the attempted hours will be counted. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration

DESCRIPTION OF ONLINE SERVICES

Many of the courses and selected programs offered at Beckfield College are provided in an asynchronous, online format on a Moodle© platform. The quality expectations of the online courses are identical to those offered at our campus locations and are designed to accomplish the same academic course and program outcomes. Online courses are prepared and taught by Beckfield College faculty and are not self-paced. In order to become familiarized with the technology and requirements of the online learning environment, students are required to complete an orientation to online courses prior to beginning their first online course. The Online programs at Beckfield College are licensed by the Kentucky Council on Postsecondary Education.

ONLINE ENROLLMENT REQUIREMENTS

Access to an online course requires that the student —

- has completed the orientation to online courses
- has reliable access to a computer and the Internet

ONLINE TECHNOLOGY REQUIREMENTS

The online student must have access to a reliable computer that meets the following minimum requirements*:

- 2 GHz processor
- 2 GB RAM (4 GB recommended)
- Audio with speakers or headphones
- 10 GB of available hard drive space
- CD drive for CD installation (CD/DVD drive recommended)
- Most recent version of Windows operating system strongly encouraged
- Internet Explorer 9 or higher, Mozilla Firefox (latest two public releases), Apple Safari (latest two public releases), or Google Chrome (latest two public releases)
- Adobe Flash and Adobe Acrobat Reader
- Microsoft® Office Suite or other suite capable of saving in Microsoft® Word, Excel, and PowerPoint
- Reliable Internet access (broadband recommended)

* Please note that specific courses may have additional hardware and software requirements that are not necessary in every course (e.g., a camera for COM 105 and the ability to install Microsoft Project for BUS 140). For a detailed list of these requirements, please

contact the program dean.

ONLINE ATTENDANCE REQUIREMENTS

Online students are expected to regularly and actively participate in each online course. Though students will normally not be required to connect at specific times or on specific days, they will be expected to participate each week and complete assignments by the due dates, as instructed. Attendance in online courses is recorded as it is in on-ground courses.

Activities within each course that constitute active participation typically include:
- making a substantial and relevant initial posting in an academic discussion forum
- responding to another student's post in an academic discussion forum
- submitting an assignment
- attempting a quiz, examination, exercise, or other activity required by the instructor

Online delivery normally includes such methods as online lectures, multimedia presentations, simulations, case studies, threaded discussions, text presentations, collaborative learning, research, and problem solving. These methods will vary from course to course. Online courses demand strong reading, writing, and reasoning skills.

Students may contact the Dean of Online Learning at the Florence campus by emailing online@beckfield.edu for more information, including additional policies and recommended technology specifications.

All college policies and procedures pertaining to curriculum, instruction, evaluation, attendance, and conduct apply to courses offered in the online format.

ONLINE IDENTITY VERIFICATION AND PROTECTION

Beckfield College is committed to protecting the integrity of all students' education and the security of their identity in the online learning environment. This commitment is demonstrated through careful methods and processes from the application for admission through graduation. These processes include, but are not limited to secure transmission of application information and individual logins to our portal and learning management system.

Process for verifying student identity:
1. All new or returning students will receive unique login credentials to access our secure sites, including the portal and virtual classrooms. It is recommended that each student change their password immediately and use one that is both unique and meets minimum length and standard complexity requirements. It is expected that students will keep their login information confidential and not share it with anyone. The transmission of login credentials is secured using appropriate encryption technology when used at any of the College's online resources.
2. Online faculty design courses and activities that employ assignments and evaluations unique to the course and that support academic integrity.
3. Students receive the academic integrity policy at the beginning of every course and are required to acknowledge receipt and acceptance of what constitutes academic integrity and the consequences for violating the policy.
4. Students are not charged additional fees to cover the cost of identity verification.
5. Beckfield College takes the following steps to protect the identity of its students:
   a) Student directory information, financial aid information, and data on academic progress are stored in a system separate from the portal and the virtual classrooms.
   b) The College messaging system provides the means for contacting students and employees by name without accessing any personal information. Students may choose to block messages from other students in the learning management system.

c) Passwords will only be reset for students who present a photo ID in person or, in the case of distance-learning students, identify themselves by providing personally identifiable Information previously collected by the College.

LEARNING ASSISTANCE SERVICES

Beckfield College's Learning Assistance Center (LAC) offers tutoring and study support services to all students, whether on-ground or online. Students with a course average below the passing mark will be referred to the LAC by their instructor or Academic Dean for tutoring and academic support. The LAC Coordinator will remain in contact with at-risk students throughout the quarter to ensure that they are receiving the support they need to successfully complete their courses. In cases where the LAC Coordinator is unable to directly provide the necessary support because of specialized subject matter, she will identify an appropriate subject matter expert from among the faculty to assist the student. During the third week of each quarter, the LAC Coordinator will visit introductory and developmental courses to provide guidance on study skills, techniques and strategies.

Additional tutoring for online students is offered through the Learning Assistance Center, specifically the online café, which is available to distance-education students or students who are taking a distance-education class. The online café provides students a place to complete their coursework and receive any assistance they may need. For technical support issues, the Learning House, Beckfield College's third-party, online learning partner, provides technical assistance to both students and faculty twenty-four hours a day, seven days a week.

PROGRAMS OFFERED

The Associate Degree is awarded in:

Business Administration
Medical Assisting
Medical Billing and Coding Administration
Nursing

Occupational Diplomas are awarded in:

Medical Assisting
Medical Massage Therapy
Practical Nursing

The Baccalaureate Degree is awarded in:

Business Administration
Nursing (RN to BSN)*
Nursing*

Figure 2: Commercial Photo (non-campus)

A continuously enrolled full-time student, who successfully completes all courses, attempted will typically complete his or her program within the period indicated below:

Baccalaureate degrees (except Nursing)	15 quarters (165 weeks)
Baccalaureate degree, Nursing)	12 quarters (132 weeks)
Baccalaureate degree, Nursing (RN to BSN, junior and senior years only)	6 quarters (66 weeks)
Associate degrees	8 quarters (88 weeks)
Associate degree, LPN to pre-RN	5-11 quarters (110 weeks)
Occupational diplomas (except Practical Nursing)	4 quarters (44 weeks)
Occupational diploma, Practical Nursing	5 quarters (55 weeks)
Academic certificates	3 quarters (33 weeks)

The time typically required for program completion may be reduced through courses credited by transfer or proof of proficiency or extended by course failures and withdrawals, institutional withdrawals, leaves of absence, developmental courses, extended externships, part-time enrollment status, and change of program or change of an elective option within a program.

At its discretion, the College may modify its programs or individual courses. Any modifications will be become effective upon their approval by the appropriate agencies and will be published in the issue of the Catalog or Addendum following the quarter in which the modifications have been approved.

The Florence campus offers selected programs and/or courses in an online format each quarter. Please note that not all courses are available online.

Dates and times of all course and program offerings are subject to change without notice.

BUSINESS & TECHNOLOGY

Associate of Applied Science, Business Administration

Bachelor of Science, Business Administration

Bachelor of Business Administration

(Florence campus)

The Bachelor of Business Administration (BBA) degree program is designed for students who seek employment opportunities in business and industry beyond the entry-level objectives of the corresponding Associate degree program. The BBA program prepares graduates to plan, organize, and manage the functions and processes of a firm or organization. The graduate will have an understanding of management techniques and theories, accounting principles, professional ethics, marketing concepts and strategies, business law, and economics, as well as an understanding of the importance of professionalism, effective communication, cultural sensitivity, and analytical skills in today's professional environment. Program Length: 165 weeks   Contact Hours: 1,830   Delivery: Blended

CORE			80 Quarter Credit Hours
BUS	101	Introduction to Business	4
BUS	115	Business Communications	4
BUS	140	Project Management	4
CAP	101	Introduction to Business Applications	4
COM	105	Speech Communication*	4
ECN	101	Macroeconomics*	4
ECN	201	Microeconomics*	4
ENG	111	Composition I*	4
ENG	112	Composition II*	4
ENG	301	American Literature*	4
HIS	215	American History: Society, Culture, and Law*	4
HUM	101	Ethics*	4
HUM	315	Critical Thinking*	4
MTH	120	Quantitative Reasoning*	4
MTH	305	Statistics*	4
POL	101	The American Political System*	4
PSY	101	Principles of Psychology*	4
PSY	211	Developmental Psychology*	4
SOC	101	Principles of Sociology*	4
SOC	105	Interpersonal Communication*	4

* General Education course

CONCENTRATION			72 Quarter Credit Hours
ACC	140	Accounting I	4
ACC	141	Accounting II	4
ACC	300	Managerial Accounting	4
BUS	170	Business Law	4
BUS	185	Introduction to Quantitative Analysis	4
BUS	310	Entrepreneurship	4
BUS	370	Business Ethics	4
BUS	380	International Business and Trade	4
BUS	415	Stock Market, Money, and Risk	4
MGT	102	Management Principles	4
MGT	205	Small Business Management	4
MGT	305	Leadership	4
MGT	350	Strategic Planning	4
MGT	405	Organizational Behavior	4
MGT	425	Labor and Employment Law	4
MGT	450	Purchasing, Logistics, and Supply Chain Mgmt.	4

MGT	455	Operations Management	4
MGT	470	Senior Seminar: Issues in Management	4

Elective Pool - choose 28 Quarter Credit Hours

ELECTIVE CHOICES			28 Quarter Credit Hours
ACC	160	Computerized Accounting	4
BUS	120	E-Commerce	4
BUS	130	Marketing	4
BUS	150	Salesmanship	4
HOS	210	Introduction to Hospitality	4
HOS	212	Hospitality Safety and Security	4
HOS	220	Travel and Tourism	4
HOS	230	Front Office Management	4
HOS	240	Hospitality Management	4
HOS	250	Hospitality Externship	4
HRB	210	Intro to the Lodging and Food Service Industry	2
HRB	220	Supervision in the Hospitality Industry	2
HRB	230	Managing Front Office Operations	4
HRB	240	Managing Housekeeping Operations	4
HRB	250	Managing Service in Food and Beverage Ops	2
HRB	260	Planning and Ctrl for Food and Beverage Ops	2
HRB	270	Hospitality Sales and Marketing	4
HRB	280	Hotel and Restaurant Accounting	4
HRA	220	Human Relations	4
HRA	230	Labor Relations	4
HRA	240	Employment Law	4
HRA	270	Employee Selection	4
HRA	280	Training and Development	4
MGT	104	Retail Management	4
MGT	120	First Line Supervision	4
MGT	203	Human Resource Management	4
MKT	111	Digital Marketing	4
MKT	113	Promotion Strategies	4
MKT	121	Marketing Research	4
MKT	122	Consumer Behavior	4
MKT	132	Sales Fundamentals	4

Total Quarter Credit Hours Required   **180**

This program description does not include any developmental courses required by placement testing.

Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/.

Associate of Applied Science: Business Administration

The Associate degree program in Business Administration is designed for students who seek the skills and knowledge necessary for entry-level employment in industry or government careers. Graduates will be prepared to think critically, logically, and ethically while applying specialized business knowledge and skills to be able to respond effectively to the rapidly evolving demands of local businesses within the community and in the global economy. This program is fully transferable into the corresponding Bachelor of Business Administration degree program.

Program Length: 88 weeks   Contact Hours: 980   Delivery: Blended

The Florence campus awards the Associate of Applied Science.

CORE			36 Quarter Credit Hours
CAP	101	Introduction to Business Applications	4
COM	105	Speech Communication*	4
ECN	101	Macroeconomics*	4
ENG	111	Composition I*	4
ENG	112	Composition II*	4
HUM	101	Ethics*	4
MTH	120	Quantitative Reasoning*	4
PSY	101	Principles of Psychology*	4
SOC	101	Principles of Sociology*	4

* General Education course

CONCENTRATION			60 Quarter Credit Hours
ACC	140	Accounting I	4
ACC	141	Accounting II	4
BUS	101	Introduction to Business	4
BUS	115	Business Communications	4
BUS	120	E-Commerce	4
BUS	130	Marketing	4
BUS	140	Project Management	4
BUS	170	Business Law	4
BUS	175	International Business	4
BUS	180	Stock, Money and Risk I	4
BUS	185	Introduction to Quantitative Analysis	4
BUS	204	Integrated Business Simulation	4
MGT	102	Management Principles	4
MGT	105	Strategic Planning and Operations I	4
MGT	203	Human Resource Management	4

Total Quarter Credit Hours Required	**96**

This program description does not include any developmental courses required by placement testing.

Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/.

CRIMINAL JUSTICE

Associate of Applied Science, Criminal Justice
Bachelor of Science, Criminal Justice

Figure 4: Commercial Photo (non-campus)

Bachelor of Science: Criminal Justice

(Florence campus)
(NO LONGER ENROLLING)

The Bachelor degree program in Criminal Justice prepares graduates to pursue a variety of opportunities in the criminal justice field in addition to those for which the corresponding Associate degree program prepares graduates. Graduates of this program will have an understanding of criminal justice theory and the law, and they will develop skills in professionalism, leadership, and research. In addition, graduates will understand the importance of effective communication, cultural sensitivity, and analytical skills in today's professional environments.

Program Length: 165 weeks   Contact Hours: 1,910   Delivery: Blended

CORE			80 Quarter Credit Hours
BIO	145	Anatomy and Physiology*	4
BUS	140	Project Management	4
BUS	185	Introduction to Quantitative Analysis	4
CAP	101	Introduction to Business Applications	4
COM	105	Speech Communication*	4
ECN	101	Macroeconomics*	4
ENG	111	Composition I*	4
ENG	112	Composition II*	4
ENG	250	Rhetorical Persuasion*	2
ENG	301	American Literature*	4
HIS	215	American History: Society, Culture, and Law	4
HUM	315	Critical Thinking*	4
LAW	330	Immigration Law	4
MGT	305	Leadership	4
MTH	100	Introduction to Statistics*	2
MTH	120	Quantitative Reasoning*	4
POL	101	The American Political System*	4
PSY	101	Principles of Psychology*	4
PSY	230	Abnormal Psychology	4
SOC	101	Principles of Sociology*	4
SOC	105	Interpersonal Communication*	4

* General Education course

CONCENTRATION			100 Quarter Credit Hours
CRJ	101	Introduction to Criminal Justice	4
CRJ	170	Corrections	4
CRJ	180	Police	4
CRJ	205	The Criminal Court System	4
CRJ	210	Criminal Investigation and Legal Research	4
CRJ	215	Criminal Evidence	4
CRJ	250	Substance Abuse	4
CRJ	260	Counseling in Criminal Justice	4
CRJ	280	Private Security	4
		OR	
CRJ	299	Criminal Justice Externship I	4
CRJ	300	Criminal Law	4
		OR	
LAW	225	Criminal Law	4

CRJ	305	The Constitution and Criminal Justice	4
CRJ	312	Homeland Security	4
CRJ	313	Criminal Justice Ethics	4
CRJ	320	Criminal Justice Management	4
CRJ	330	International Criminology	4
CRJ	345	Race, Gender and Crime in Criminal Justice	4
CRJ	350	International Criminal Justice Systems	4
CRJ	388	Criminal Justice Research	4
CRJ	400	Applied Criminal Justice Analysis	4
CRJ	425	The Juvenile Justice System	4
CRJ	430	Victims and Criminal Justice	4
CRJ	450	Crime Scene Technology and Criminalistics	4
CRJ	480	Drugs and Crime	4
CRJ	490	Special Topics in Criminal Justice	4
CRJ	493	Senior Seminar in Criminal Justice	4

Total Quarter Credit Hours Required   **180**

This program description does not include any developmental courses required by placement testing.

Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/.

Associate of Applied Science: Criminal Justice
(No Longer Enrolling)

The Associate degree program in Criminal Justice provides the theoretical and hands-on training to give graduates the knowledge and skills needed for successful entry-level employment in the criminal justice and public safety fields. Through courses in areas, such as corrections, criminal law, and criminal investigations, students will develop a solid understanding of criminal justice theory and the law. This program is fully transferable into the corresponding Bachelor degree program in Criminal Justice.

Program Length: 88 weeks   Contact Hours: 970   Delivery: Blended

CORE			36 Quarter Credit Hours
CAP	101	Introduction to Business Applications	4
COM	105	Speech Communication*	4
ENG	250	Rhetorical Persuasion*	2
ENG	111	Composition I*	4
ENG	112	Composition II*	4
MTH	100	Introduction to Statistics*	2
POL	101	The American Political System*	4
PSY	101	Principles of Psychology*	4
PSY	230	Abnormal Psychology*	4
SOC	101	Principles of Sociology*	4

* General Education course

CONCENTRATION			60 Quarter Credit Hours
CRJ	101	Introduction to Criminal Justice	4
CRJ	170	Corrections	4
CRJ	180	Police	4
CRJ	205	The Criminal Court System	4
CRJ	210	Criminal Investigation and Legal Research	4
CRJ	215	Criminal Evidence	4
CRJ	250	Substance Abuse	4
CRJ	260	Counseling in Criminal Justice	4
CRJ	280	Private Security	4
		OR	
CRJ	299	Criminal Justice Externship I	4
CRJ	300	Criminal Law	4
		OR	
LAW	225	Criminal Law	4
CRJ	305	The Constitution and Criminal Justice	4
CRJ	312	Homeland Security	4
CRJ	313	Criminal Justice Ethics	4
CRJ	330	International Criminology	4
CRJ	345	Race, Gender and Crime in Criminal Justice	4

Total Quarter Credit Hours Required _____ 96

This program description does not include any developmental courses required by placement testing.
Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/

HEALTHCARE & WELLNESS

Associate of Applied Science, Medical Billing and Coding Administration

Associate of Applied Science, Medical Assisting

Diploma, Medical Assisting

Diploma, Medical Massage Therapy

Associate of Applied Science: Medical Billing and Coding Administration

The Associate degree program in Medical Billing and Coding Administration prepares graduates for employment in healthcare professions. Qualified graduates are eligible to apply for various coding, billing, and other certifications through national organizations. With high industry demand for trained personnel, this program prepares graduates with the skills needed for entry-level careers in the healthcare industry, such as medical administrative assistant, front office coordinator, medical receptionist, insurance specialist, billing specialist, medical coder, and insurance auditor. Graduates are eligible to sit for the Certified Professional Coder (CPC) examination through the American Association of Professional Coders (AAPC).

Program Length: 88 weeks   Contact Hours: 1,080   Delivery: Blended/Full Distance

CORE			40 Quarter Credit Hours
ACC	140	Accounting I	4
BIO	145	Anatomy and Physiology*	4
BUS	115	Business Communications	4
CAP	101	Introduction to Business Applications	4
COM	105	Speech Communication*	4
ENG	111	Composition I*	4
ENG	112	Composition II*	4
PSY	101	Principles of Psychology*	4
PSY	211	Developmental Psychology*	4
SOC	105	Interpersonal Communication*	4

* General Education course

CONCENTRATION			54 Quarter Credit Hours
HIT	135	Health Care Delivery Systems	4
HIT	220	Pathophysiology of Human Diseases I	4
HIT	225	Pathophysiology of Human Diseases II	4
HIT	230	Diagnostic Coding	4
HIT	240	Procedural Coding	4
HIT	260	Hospital Coding and Reimbursement	4
HIT	265	Advanced Coding for Reimbursement	4
HIT	270	Health Care Supervision and Management	4
HIT	299	Health Information Externship	6
MOA	111	Medical Terminology	4
MOA	120	Introduction to Medical Insurance	4
MOA	130	Computer Applications for Health Professionals	2
MOA	140	Legal and Ethical Aspects of Health Information	2
MOA	150	Administrative Practices and Procedures	4

Total Quarter Credit Hours Required	**94**

For fully online enrollment: The externship component of this program will be tracked and documented in a virtual classroom, although the externship itself will be conducted in a workplace site consistent with the requirements of the program and expectations of the industry. The externship site will be selected using the same criteria used in the traditional execution of the externship and all documentation requirements will be communicated using uploaded files and threaded discussion forums in the virtual classroom.

This program description does not include any developmental courses required by placement testing.

Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/.

Associate of Applied Science: Medical Assisting

The Associate degree program in Medical Assisting prepares graduates for careers in physicians' practices and ambulatory care settings. Graduates provide integral, multifunctional, administrative and clinical roles in the healthcare field. Administrative duties may include preparing and maintaining medical records, scheduling and monitoring appointments, scheduling hospital admissions and procedures, procedural and diagnostic coding, submitting claims and monitoring reimbursement, and managing accounts receivable and payable. Clinical duties may include obtaining patient histories and vital signs, assisting with procedures, examinations, and treatments, preparing and administering medications, performing diagnostic testing, and maintaining the treatment area and medical equipment. Graduates will be prepared to enter such careers as medical assistant, unit coordinator, ECG technician, lab technician, phlebotomist, and medical receptionist. Graduates are also eligible to sit for the Registered Medical Assistant (RMA) examination offered by the American Medical Technologists (AMT).

Program Length: 88 weeks   Contact Hours: 1,130   Delivery: Blended

CORE			44 Quarter Credit Hours
BIO	145	Anatomy and Physiology*	4
CAP	101	Introduction to Business Applications	4
ENG	111	Composition I*	4
ENG	112	Composition II*	4
MOA	111	Medical Terminology	4
MOA	120	Introduction to Medical Insurance	4
MOA	130	Computer Applications for Health Professionals	2
MOA	140	Legal and Ethical Aspects of Health Information	2
MTH	115	Mathematics for Health Care Professionals	4
PSY	101	Principles of Psychology*	4
PSY	211	Developmental Psychology*	4
SOC	101	Principles of Sociology*	4

* General Education course

CONCENTRATION			50 Quarter Credit Hours
HIT	220	Pathophysiology of Human Diseases I	4
HIT	225	Pathophysiology of Human Diseases II	4
HIT	230	Diagnostic Coding	4
HIT	240	Procedural Coding	4
MED	110	Pharmacology/Dosage and Calculations	4
MED	120	Hematology and Serology	4
MED	130	Urinalysis and Microbiology	4
MED	140	Medical Practices and Procedures I	4
MED	150	Medical Practices and Procedures II	4
MED	270	Management for Allied Health Care Professionals	4
MED	299	Medical Assisting Externship	6
MOA	150	Administrative Practices and Procedures	4

Total Quarter Credit Hours Required			**94**

This program description does not include any developmental courses required by placement testing.

Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/.

Occupational Diploma: Medical Assisting

The Diploma program in Medical Assisting prepares graduates to assist physicians with medical procedures, such as recording vital signs, collecting and processing specimens, applying aseptic procedures and infection controls, and preparing and administering medications and immunizations. In response to industry demand for trained personnel, the Medical Assisting diploma program provides graduates with specialized clinical training and administrative skills.

Program Length: 55 weeks   Contact Hours: 660   Delivery: Blended

COURSE NUMBER AND TITLE			Quarter Credit Hours
BIO	145	Anatomy and Physiology*	4
MED	110	Pharmacology/Dosage and Calculations	4
MED	120	Hematology and Serology	4
MED	130	Urinalysis and Microbiology	4
MED	140	Medical Practices and Procedures I	4
MED	150	Medical Practices and Procedures II	4
MED	191	Medical Assisting Externship I	5
MOA	111	Medical Terminology	4
MOA	120	Introduction to Medical Insurance	4
MOA	130	Computer Applications for Health Professionals	2
MOA	140	Legal and Ethical Aspects of Health Information	2
MOA	150	Administrative Practices and Procedures	4
MTH	115	Mathematics for Health Care Professionals	4

* General Education course

Total Quarter Credit Hours Required   **49**

This program description does not include any developmental courses required by placement testing.

Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/.

Occupational Diploma: Medical Massage Therapy
(Not Currently Offering)

The Diploma program in Medical Massage Therapy provides instruction in anatomy, physiology, myology, kinesiology and pathophysiology as the theoretical foundation for training in specific therapeutic techniques. Students will learn hands-on massage techniques, such as Swedish, deep tissue and neuromuscular massage. In addition, students will gain experience with specialized modalities, including hot stone massage, sports massage, and body wraps and exfoliation. Students will put their training into practice during the supervised student clinic. Courses in professional development, business and marketing, and ethical and professional standards further prepare the graduate for employment in the field. The curriculum meets or exceeds the standards set by the Ohio Medical Board, and graduates are eligible to sit for the Federation of State Massage Therapy Boards' (FSMTB) Massage and Bodywork Licensing Examination (MBLEx) certification exam.

Program Length: 48 weeks   Contact Hours: 900   Delivery: residential

This program has specific academic requirements for admission (please see ADMISSION).

COURSE NUMBER AND TITLE			Clock Hours
MMT	102	Anatomy and Physiology for Massage – Chemistry & Function	60
MMT	104	Anatomy and Physiology for Massage – System & Structure	60
MMT	106	Anatomy and Physiology for Massage – Neurology	60
MMT	108	Anatomy and Physiology for Massage – Circulatory	60
MMT	120	Swedish Massage for the Therapist	60
MMT	125	Palpation for Massage Therapist	60
MMT	130	History, Ethics and Professional Practice	60
MMT	145	Myology and Kinesiology for Massage	60
MMT	170	Deep Tissue and Sport Massage	60
MMT	175	Client Assessment and Treatments	60
MMT	180	Pathology for Massage Therapist	60
MMT	190	Special Applications	60
MMT	291	Capstone Science & Clinical Massage Practice	90
MMT	293	Capstone Practical & Clinical Massage Practice	90
Total Clock Hours Required			**900**

Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/.

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Figure 7: Commercial Photo (non-campus)

NURSING

Associate of Applied Science, Nursing
Bachelor of Science, Nursing
Bachelor of Science, Nursing (RN-BSN)
Diploma, Practical Nursing

Figure 8: Commercial Photo (non-campus)

Bachelor of Science: Nursing (RN to BSN) – Online
(Florence Campus)

The Bachelor of Science in Nursing prepares graduates, who are thoroughly competent in the theoretical and practical knowledge and skills of their chosen profession, as well as in effective communication, sound reasoning and judgment, analytical skills, responsible and ethical behavior, and awareness of human behavioral and cultural diversity. The program has been designed to provide the nursing profession with candidates who will find employment compatible with their education and training, who will succeed in their careers, continue their educational development, and move into positions of greater service and responsibility.

Program Length: 66 weeks   Contact Hours: 760   Delivery: distance learning

Graduates of the program will:

- Evaluate principles, models, and theories from nursing and related disciplines for applicability in nursing practice
- Participate in community- or population-focused assessment
- Collaborate and communicate to identify, manage, and exchange knowledge with colleagues from nursing, other disciplines, and patients
- Integrate beginning leadership and management skills utilizing critical thinking, legal and ethical decision-making, and evidence-based practice
- Use information technology to manage knowledge, communicate information, and facilitate decision-making in professional nursing practice
- Engage in quality improvement / patient safety activities to promote an understanding of the organizational process, unit application, and evaluation process
- Analyze the effect of a health policy on the organization, financing, and delivery of healthcare
- Participate in activities that advance nursing as a profession and the self as a professional

This program offers the junior and senior years of the baccalaureate degree and is available only to applicants who have earned an associate degree in nursing and hold current, unrestricted licensure as a Registered Nurse.

Baccalaureate Degree in Nursing (RN to BSN): In order to enroll for completion of the baccalaureate degree, the applicant must meet all three of the following requirements:

- Graduation from an associate degree program in nursing. An unofficial transcript may be presented for conditional enrollment, but Beckfield College must receive an official transcript of the associate degree from the student's prior institution within thirty (30) days of enrollment in order to be permitted to begin the BSN completion program.
- A current, unrestricted licensure as a Registered Nurse. (Official documentation of licensure is required for enrollment.)
- Completion of at least 32 quarter credit hours, or the equivalent, in collegiate general education courses, which must include:
    1. Eight (8) quarter credit hours of communications;
    2. Eight (8) quarter credit hours of psychology;
    3. Twelve (12) quarter credit hours of science with at least two (2) quarter credit hours in lab;
    4. Four (4) quarter credit hours of mathematics.

Registered Nurses who are graduates of one of the College's associate degree programs in nursing are deemed to have met course and degree requirements for admission into the baccalaureate degree program.

If Beckfield College does not receive official transcripts from the student's prior institution evidencing the associate degree in nursing and the required courses as listed above within thirty (30) days of the student's enrollment, the student will be dis-enrolled and will not be permitted to re-enroll until Beckfield College receives an official transcript from the student's prior institution. Transcripts marked "Issued to Student" are acceptable for initial enrollment, but official transcripts from the student's prior institution are required for official acceptance in the program.

Junior and Senior Years (Online Completion of the BS in Nursing) – 76 credit hours

CORE				28 Quarter Credit Hours
BIO	300	Nutrient Metabolism	4
COM	300	Professional Communication*	4
ENG	301	American Literature*	4
HUM	315	Critical Thinking	4
MTH	305	Statistics	4
PSY	230	Abnormal Psychology*	4
SOC	300	Diversity in Society*	4

* General Education course

CONCENTRATION			48 Quarter Credit Hours
NUR	300	Nursing in the Contemporary US Healthcare System	4
NUR	312	Nursing in Gerontology	4
NUR	314	Nursing Informatics and Technology	4
NUR	320	Health and Wellness Assessment	4
NUR	325	Improving Quality and Safety in Nursing	4
NUR	335	Population Focused Nursing	4
NUR	410	Research in Nursing	5
NUR	425	Leadership and Management in Nursing	5
NUR	432	Disaster Management Nursing	5
NUR	450	Legal and Ethical Issues in Nursing	4
NUR	491	Critical Issues and Strategies in Nursing	5

**Total Quarter Credit Hours Required for
Completion of the Baccalaureate Degree**   **76**

Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/.

Associate of Applied Science: Nursing

By employing student-centered learning, the Associate of Applied Science Nursing program prepares graduates to provide nursing care and health-promotion activities utilizing the nursing core values under the direction of the registered nurse, physician, and other healthcare professionals. Graduates are prepared to function within legal and professional standards of practice and are accountable, adaptable generalists, who are eligible to apply to a state board of nursing for registered nurse licensure by examination after successful program completion of all program requirements.

This program has specific academic requirements for admission (see ADMISSION). Graduates of the program must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to be eligible for licensure and employment as nurses.

Program Length: 88 weeks   Contact Hours: 1,522   Delivery: Blended

ANATOMY COURSES			12 Quarter Credit Hours
BIO	163	Anatomy & Physiology I	6
BIO	164	Anatomy & Physiology II	6

Note: BIO 163 and 164 are prerequisites to all core nursing courses

CONCENTRATION			97.5 Quarter Credit Hours
BIO	105	Nutrition*	2
BIO	200	Medical Microbiology	4
ENG	111	Composition I *	4
ENG	112	Composition II*	4
ENG	250	Rhetorical Persuasion*	2
MTH	100	Introduction to Statistics*	2
MTH	115	Mathematics for Health Care Professionals	4
PSY	101	Principles of Psychology*	4
PSY	211	Developmental Psychology*	4
SOC	101	Principles of Sociology*	4
NUR	100	Nursing Assistant Skills I	5
NUR	201	Fundamentals of Nursing+	6.5
NUR	212	Introduction to Medical Surgical Nursing	6
NUR	213	Essentials of Medical Surgical Nursing	8
NUR	214	Maternal Reproduction Nursing	4
NUR	215	Mental Health & Nursing	4
NUR	216	Nursing Care of Children	4
NUR	217	Critical Needs, Leadership, & Community Nursing	8
NUR	218	Nursing Pharmacology I	5
NUR	219	Nursing Pharmacology II	5
NUR	299	Dimensions in Nursing	8

Total Quarter Credit Hours Required			**109.5**

* General Education Courses

Alternative tracks to this program:

^ Students from Beckfield College's Practical Nursing Program who have credit for BIO 151 Anatomy and Physiology for Practical Nurses I and BIO 152 Anatomy and Physiology for Practical Nurses II will need to complete BIO 153 Human Physiology in lieu of BIO 163 and BIO 164 to earn the required anatomy credits for the Associate of Applied Science Nursing Degree.

+ Students entering the program with a current, unrestricted licensure as a Practical Nurse will take NUR 199 Transition to Professional Nursing in lieu of NUR 201 Fundamentals of Nursing and will receive 2.5 proficiency credits (PCN 201) prior to continuing with the Associate of Applied Science Nursing Degree.**This program is only being offered to specific practical nursing cohorts. Please consult the Associate Dean of Nursing for further information.Program Revised 2015. This program description does not include any developmental courses required by placement testing. Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/

Bachelor of Science: Nursing
(Florence Campus)

The Bachelor of Science in Nursing degree program will prepare graduates through student-centered learning to practice as a registered nurse generalist and as a member of a healthcare team in a variety of settings. Student–centered learning will be founded on the core values of the Quality and Safety Education for Nurses and *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) for the graduates to utilize throughout their professional nursing practice.

Our graduates will possess the theoretical and practical knowledge and skills of their profession, as well as effective communication, sound reasoning and judgment, evidenced based practice, analytical skills, responsible and ethical behavior, and awareness of human behavioral and cultural diversity across the lifespan. Graduates of this program will be well positioned to play a significant role in shaping the future of nursing and healthcare delivery system.

Graduates will be prepared to function within legal and professional standards of practice and will be accountable, adaptable generalist who will be eligible to apply to a state board of nursing for registered nurse licensure by examination after successful program completion of all program requirements. This program has specific academic requirements for admission (see ADMISSION). Graduates of the program must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to be eligible for licensure and employment as nurses.

Program Length: 132 weeks   Contact Hours: 2,372   Delivery: Blended

Note: BIO 163 and 164 are prerequisites to all core nursing courses

CONCENTRATION			180 Quarter Credit Hours
CHM	105	Chemistry With Lab*	5
ENG	111	Composition I*	4
MTH	140	Algebra *	4
BIO	163	Anatomy & Physiology I*	6
ENG	112	Composition II*	4
PSY	101	Introduction To Psychology*	4
BIO	164	Anatomy & Physiology II*	6
COM	300	Professional Communication*	4
NUR	100	Nursing Assistant Skills I	5
BIO	200	Medical Microbiology*	4
NUR	102	Introduction To Nursing Resources	4
NUR	202	Fundamentals Of Nursing	8
PSY	211	Developmental Psychology*	4
NUR	205	Introduction To Surgical Nursing	7
NUR	218	Nursing Pharmacology I	4
HUM	315	Critical Thinking*	5
NUR	213	Essentials Of Medical-Surgical Nursing	8
NUR	219	Nursing Pharmacology II	5
BIO	300	Nutrient Metabolism*	4
PSY	230	Abnormal Psychology*	4
NUR	215	Mental Health And Nursing	4
NUR	300	Nursing In The Contemporary Us Healthcare System	4
SOC	300	Diversity In Society*	4
ENG	301	American Literature*	4
NUR	214	Maternal Reproductive Nursing	4
NUR	216	Nursing Care Of Children	4
MTH	305	Statistics*	4
NUR	322	Advanced Assessment And Wellness	6
NUR	337	Population Focused Nursing	6
NUR	316	Nursing Gerontology	6
NUR	325	Improving Quality And Safety In Nursing	4

NUR	431	Disaster Management Nursing	5
NUR	314	Nursing Informatics And Technology	4
NUR	412	Evidenced-Based Practice Research Methods In Nursing	5
NUR	428	Leadership And The BSN	5
NUR	450	Legal & Ethical Issues In Nursing	4
NUR	495	Critical Strategies In Nursing	8

Total Quarter Credit Hours Required   **180**

*General Education Courses

Alternative tracks to this program:

^ Students from Beckfield College's Practical Nursing Program who have credit for BIO 151 Anatomy and Physiology for Practical Nurses I and BIO 152 Anatomy and Physiology for Practical Nurses II will need to complete BIO 153 Human Physiology in lieu of BIO 163 and BIO 164 to earn the required anatomy credits for the Associate of Applied Science Nursing Degree.

+ Students entering the program with a current, unrestricted licensure as a Practical Nurse will take NUR 199 Transition to Professional Nursing in lieu of NUR 201 Fundamentals of Nursing and will receive 2.5 proficiency credits (PCN 201) prior to continuing with the Associate of Applied Science Nursing Degree.

**This program is only being offered to specific practical nursing cohorts. Please consult the Associate Dean of Nursing for further information.

Program Revised 2015. This program description does not include any developmental courses required by placement testing. Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/

Occupational Diploma: Practical Nursing

By employing student-centered learning, the Practical Nursing program prepares graduates to provide nursing care and health-promotion activities utilizing the nursing core values under the direction of the registered nurse, physician, and other healthcare professionals. Graduates are prepared to function within legal and professional standards of practice and are accountable, adaptable generalists, who are eligible to apply to a state board of nursing for practical nurse licensure by examination after successful program completion of all program requirements.

Program Length: 55 weeks   Contact Hours: 1,100   Delivery: Blended

This program has specific academic requirements for admission (see ADMISSION).

COURSE NUMBER AND TITLE			Quarter Credit Hours
BIO	105	Nutrition*	2
BIO	151	Anatomy & Physiology I for Practical Nurses	4
BIO	152	Anatomy & Physiology II for Practical Nurses	4
ENG	111	Composition I*	4
MOA	112	Medical Terminology for Practical Nurses I	2
MOA	113	Medical Terminology for Practical Nurses II	2
MTH	115	Mathematics for Health Care Professionals	4
NUR	100	Nursing Assistant Skills I	5
PNR	100	Practical Nurse Medical-Surgical Nursing I	7
PNR	101	Practical Nurse Maternal-Child Nursing	5.5
PNR	102	Practical Nurse Pharmacology	5
PNR	103	Practical Nurse Medical-Surgical Nursing II	8
PNR	104	Practical Nurse Medical-Surgical Nursing Role Transition	8
PSY	101	Principles of Psychology*	4

Note: BIO 151 and 152 are prerequisites to all core nursing courses

* General Education course

Total Quarter Credit Hours Required   **64.5**

Information about this program's costs, graduation rate, career placement, and employment opportunities is available through the College's website at http://www.beckfield.edu/disclosures/.

COURSE DESCRIPTIONS

100- and 200-level courses are normally designed to prepare students for more advanced coursework, though 200-level courses often have prerequisites and are recommended for students in their second year.

300- and 400-level courses are advanced, upper division courses normally taken by students in their junior and senior years. These courses have one or more prerequisites. Because admission into the certificate program in Paralegal Studies requires the student to have earned a baccalaureate degree, prerequisites to courses in that program are not applied, except for the prerequisite to LAW 315.

The three-letter prefix preceding each course number refers to the discipline to which the course belongs:

Accounting (ACC)
Biological Science (BIO)
Business (BUS)
Chemistry (CHM)
College Reading (CRS)
Communications (COM)
Criminal Justice (CRJ)
Economics (ECN)
English (ENG)
Health Care Management (HCM)
History (HIS)
Human Resource Administration (HRA)
Humanities (HUM)
Juvenile Justice (JUV)
Management (MGT)
Marketing (MKT)
Mathematics (MTH)
Medical Assisting (MED)
Medical Billing and Coding Administration (HIT)
Medical Massage Therapy (MMT)
Medical Office Administration (MOA)
Network Technology (NET)
Nursing (NUR)
Paralegal Studies (LAW)
Political Science (POL)
Practical Nursing (PNR)
Professional Development (PRD)
Psychology (PSY)
Sociology (SOC)

In the following course descriptions, the number in parenthesis following the course title indicates the number of quarter credit hours awarded by the course. These hours include at least three hours per credit hour of student work per week, which may include lecture, laboratory, and clinical experience, and documented outside academic preparations indicated on the syllabus for each course. An asterisk indicates a general education course.

Student transcripts may also reflect sections with course numbers followed by an "L" or a "C" and quarter-credit of zero (0) hours and/or an "LC" grade. These are posted on the transcript only for purposes of our automated

scheduling and electronic record-keeping system. Student work completed in those sections is assessed and factored into the final grade of the accompanying course.

ACC 140 ACCOUNTING I **(4 Credits/40 Hrs)**
An introduction to basic financial accounting principles. Topics covered include balance sheets, accounting techniques and cycles, billings, income statements, and financial statements. Prerequisite: MTH 090 or placement

ACC 141 ACCOUNTING II **(4 Credits/40 Hrs)**
An introduction to managerial accounting concepts. Topics include the use of accounting information for decision-making and planning, cost-volume-profit analysis, operating and capital budgets, and cost variance analysis. Prerequisite: ACC 140

ACC 160 COMPUTERIZED ACCOUNTING **(4 Credits/50 Hrs)**
Practice in the application and use of computerized accounting programs. The step-by-step computer lab approach allows for interaction and comprehension when entering data, analyzing information, and making decisions. Prerequisite: ACC 140

ACC 300 MANAGERIAL ACCOUNTING **(4 Credits/40 Hrs)**
This course provides exposure to a broad range of economic decision problems that arise in a variety of organization contexts and with various types of accounting and other information. The course includes recognizing complex accounting issues and achieving solutions. Prerequisite: ACC 141

BIO 105 NUTRITION * **(2 credits/20 hrs)** **(5 outside hrs)**
A general overview human nutrition will be examined including the functions of proteins, lipids, carbohydrates and the major vitamins and minerals that are determinants of health and diseases in human populations. Topics include the dietary sources, intake levels, physiological role, and requirement of major nutrients; the role of nutrition in growth and health through the life cycle and; the rationale for the development of dietary guidelines. Prerequisite: None

BIO 145 ANATOMY AND PHYSIOLOGY * **(4 credits/40 hrs)**
A study of the structure and function of body systems and organs to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Among the systems studied are the skeletal, muscular, nervous, sensory, circulatory, immune, respiratory, digestive, urinary, reproductive, and endocrine. Prerequisite: None

BIO 151 ANATOMY & PHYSIOLOGY I
FOR PRACTICAL NURSES **(4 credits/50 hrs)** **(10 outside hrs)**
The basic structure and function of body systems and organs are studied to develop a basic knowledge of human anatomy and physiology. The structure and function of organs, and systems are covered. Among the systems studied are the integumentary, skeletal, muscular, nervous, endocrine and sensory. A grade of C (78%) is the minimum passing grade for this course. Prerequisite: None

BIO 152 ANATOMY & PHYSIOLOGY II
FOR PRACTICAL NURSES **(4 credits/50 hrs)** **(10 outside hrs)**
The structure and function of body systems and organs are studied to develop a basic knowledge of human anatomy and physiology. The structure and function of organs and systems are covered. Among the systems studied are the cardiovascular, respiratory, digestive, urinary and reproductive. A grade of C (78%) is the minimum passing grade for this course. Prerequisite: BIO 151

BIO 153 HUMAN PHYSIOLOGY **(4 credits/40 hrs)**
The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Among the systems studied are the skeletal, muscular, nervous, and sensory. A grade of C (78%) is the minimum passing grade for this course. Prerequisite: None

BIO 161 HUMAN ANATOMY AND PHYSIOLOGY I *
(6 credits/70 hrs)
The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Among the systems studied are the skeletal, muscular, nervous, and sensory. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None Co-requisite: BIO 161L

BIO 162 HUMAN ANATOMY AND PHYSIOLOGY II *
(6 credits/70 hrs)
The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Among the systems studied are the circulatory, digestive, respiratory, and reproductive. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 161 Co-requisite: BIO 162L

BIO 163 ANATOMY AND PHYSIOLOGY I **(6 credits/70 hrs)**
The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Among the systems studied are the integumentary, skeletal, muscular, nervous, endocrine and sensory. Anatomical and basic medical terminology is examined in conjunction with each organ system. A grade of C (78%) is the minimum passing grade for this course. Prerequisite: None Co-requisite: BIO 163L

BIO 164 ANATOMY AND PHYSIOLOGY II **(6 credits/70 hrs)**
The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, and organs are covered within each body system. Among the systems studied are the immune, cardiovascular, digestive,

respiratory, urinary, and reproductive. Basic genetics and heredity, acid-base imbalances and metabolism are covered. Anatomical and basic medical terminology is examined in conjunction with each organ system. A grade of C (78%) is the minimum passing grade for this course. Prerequisite: BIO 163
Co-requisite: BIO 164L

BIO 200 MEDICAL MICROBIOLOGY   **(4 credits/50 hrs)**
An introduction to the role of microorganisms in human health and disease. Topics covered include the structure, physiology, biochemistry, and genetics of bacteria, fungi, protests, helminths, and viruses. Epidemiology, immunology, and the disease process will also be covered. Prerequisite: BIO 162, BIO 164 Co-requisite: BIO 200L

BIO 300 NUTRIENT METABOLISM   **(4 credits/40 hrs)**
This course provides an examination of the nutritional biochemistry and the metabolic role of nutrients throughout the human life cycle. Studies recommended intakes of nutrients, along with the complete cycle of nutrient ingestion; absorption, utilization, and excretion are discussed. Examines advanced concepts in physiology and biochemistry in order to explain nutrient function and interdependence. Prerequisite: None

BUS 101 INTRODUCTION TO BUSINESS   **(4 credits/40 hrs)**
A current view of the business world, with emphasis on small business management and entrepreneurial skills. Current business trends in the students' career fields are explored. Prerequisite: None

BUS 115 BUSINESS COMMUNICATIONS   **(4 credits/40 hrs)**
This course addresses the importance of effective written and oral communication for success in today's business environment. The course includes discussion, memo writing, electronic communication, nonverbal messages, report writing, and letter writing. The technological, ethical, multicultural, and legal aspects of business communications are also addressed. Prerequisite: ENG 111

BUS 120 E-COMMERCE   **(4 credits/40 hrs)**
This course provides students with a thorough understanding of electronic commerce. The course traces the history of electronic commerce, from Electronic Data Interchange (EDI) to today's Internet marketplace, and covers the future of e-commerce. Security, promotion, sales, and customer service are covered. Case studies and practical exercises help to teach students to implement a successful e-commerce site. Prerequisite: BUS 101

BUS 130 MARKETING   **(4 credits/40 hrs)**
An analysis of consumer needs, distribution and pricing strategies, positioning, and advertising. Marketing functions, marketing organizations, marketing research, and other key dimensions of marketing are discussed. Prerequisite: None

BUS 140 PROJECT MANAGEMENT   **(4 credits/50 hrs)**
This course instructs students in taking a project from start to finish, including documentation, time lines, allocating resources, and follow-through with update meetings. Designing documentation, assigning necessary resources, and implementing and completing projects are covered.

Prerequisite: ENG 111

BUS 150 SALESMANSHIP   **(4 credits/40 hrs)**
This course provides students with a solid foundation for developing professional / relationship selling skills. The course emphasizes developing an understanding of personal selling, initiating customer relationships, developing customer relationships, and enhancing those relationships. Prerequisite: BUS 101

BUS 170 BUSINESS LAW   **(4 credits/40 hrs)**
An introduction to business law and the primary principles of law as these apply to business transactions. Topics include employer-employee relationships, consumer protection, negotiable instruments, and special laws. Prerequisite: BUS 101

BUS 175 INTERNATIONAL BUSINESS   **(4 credits/40 hrs)**
A study of the characteristics of a global economy and their impact on the development of business strategies. The course covers such topics as foreign environments for overseas operations, cultural environments, U.S. government trade policies and programs for international business, importing, exporting, international economic policies, global market expansion, global management decisions and their implementation in international marketing, management and finance. Prerequisite: ECN 101

BUS 180 STOCK MARKET, MONEY AND RISK I
(4 credits/40 hrs)
An examination of the technical aspects of a structured system for personal investing in addition to illustrating the dynamics and factors that influence the U.S. economy and stock market. The course provides the student with both the economic and accounting fundamentals, as well as the necessary technical investment understanding, to make rational investment decisions with the objective of increasing personal wealth. Investment instruments are explained (stocks, bonds, mutual funds, etc.), as are the financial and technical bases for selecting, evaluating, obtaining, and managing a personal portfolio. Students will have a clear understanding of the financial resource requirements of an organization. Prerequisite: ECN 101, BUS 185

BUS 185 INTRODUCTION TO QUANTITATIVE ANALYSIS
(4 credits/50 hrs)
Fundamental techniques for analyzing mathematical data in order to assist or support the decision-making process. Business topics include determining probability and risk, forecasting, and simulation, especially as these apply to project management. Quantitative analysis provides a means of examining problems and suggesting effective solutions. Prerequisite: CAP 101, MTH 120

BUS 204 INTEGRATED BUSINESS SIMULATION
(4 credits/40 hrs)
This capstone course is designed to bridge the connection between the college experience and the work experience. Students will synthesize material learned in previous courses to demonstrate skills in analyzing, documenting, tabulating and presenting a variety of complex issues in individual and group settings. Prerequisite: BUS 140, BUS 175, BUS 185,

ECN 101; students must have completed 6 quarters of study

BUS 310 ENTREPRENEURSHIP **(4 credits/40 hrs)**
A view of entrepreneurship as an ongoing process, emphasizing such distinct phases as generation of an idea, recognition of an opportunity, launching a new venture, and managing the rewards. The course examines the roles of individual variables, group or interpersonal variables, societal variables, the marketing process in a new company, protecting intellectual property, and the impact of entrepreneurship on family members. Prerequisite: MGT 205

BUS 370 BUSINESS ETHICS **(4 credits/40 hrs)**
This course develops the skills needed to deal with ethical issues. It will provide an understanding of appropriate values, ethical pitfalls, applicable codes of conduct, and sound ethical reasons where codes do not apply. Prerequisite: HUM 101

BUS 380 INTERNATIONAL BUSINESS AND TRADE
(4 credits/40 hrs)
A study of the characteristics of a global economy and its impact in developing various business strategies. The course covers such topics as foreign environment for overseas operations, the cultural environment, U.S. Government trade policies and programs for international business, importing, exporting, international economic policies, global market expansion, global management decisions and their implementation in international marketing, management and finance. Prerequisite: ECN 201

BUS 415 STOCK MARKET, MONEY, AND RISK
(4 credits/40 hrs)
An examination of the technical aspects of a structured system for personal investing in addition to illustrating the dynamics and factors that influence the U.S. economy and stock market. The course provides the student with both the economic and accounting fundamentals, as well as the technical investment understanding to make rational investment decisions with the objective of increasing personal wealth. Investment instruments are explained (stocks, bonds, mutual funds, etc.), as are the financial and technical bases for selecting, evaluating, obtaining, and managing a personal portfolio. Prerequisite: ECN 201

CAP 101 INTRODUCTION TO BUSINESS APPLICATIONS **(4 credits/50 hrs)**
An introduction to the business uses of microcomputers, providing an overview of computerized business applications, including word processing, spreadsheet, and database applications, as well as presentation software. Instruction and hands-on activities provide a basic knowledge of the uses of productivity application software and the role of computers in database and information management. Prerequisite: None

CAP 140 DATABASE DESIGN **(4 credits/50 hrs)**
Practice in designing and implementing databases, including basic and advanced design concepts such as file systems and databases, database structure, the relational database model, and entity-relationship modeling. Students learn the various purposes of a database, how to construct and manage a database, and the professional responsibility of the network administrator to adjust effectively and creatively to the developing needs of various clients. Prerequisite: None

CAP 150 COMPUTER LOGIC
AND PROGRAMMING DESIGN **(4 credits/40 hrs)**
This course is designed to give the student a logistical approach to computer program design without being product-specific. The course will work primarily with algorithms and flowcharting to establish an orderly approach to computer program design. Prerequisite: MTH 120

CAP 260 WINDOWS SCRIPTING **(4 credits/50 hrs)**
This course provides the student tools to automatic setup, deployment, and management of Microsoft Windows networks using the various scripting interfaces contained with the product. In addition, it will provide the student with an understanding of a select number of VBScripts adaptable to unique environments. This course is designed to lead to an awareness of the basics of programming through modeling of fundamental techniques. Prerequisite: CAP 150

CAP 261 ADVANCED WINDOWS SCRIPTING
(4 credits/50 hrs)
This course provides the student a comprehensive understanding of Microsoft Windows WMI (Windows Management Instrumentation). This includes using WMI to build queries, events, and methods. The course will also include designing WMI classes for Hardware and the operating system. Prerequisite: CAP 260

CHM 105 CHEMISTRY WITH LAB * **(5 credits/60 hrs)**
An integration of the basic concepts of inorganic and organic chemistry and biochemistry to explain the components of our universe and the interactions of these components. The course emphasizes the composition, structure, properties and transformation of matter, especially as these affect human lives. Prerequisite: None Co-requisite: CHM 100L

COM 105 SPEECH COMMUNICATION * **(4 credits/40 hrs)**
This course is designed to develop an understanding of the oral communication process. The focus is on improving oral communication skills, idea and message development, and the effective presentation of ideas. Prerequisite: None

COM 300 PROFESSIONAL COMMUNICATION*(4 credits/40 hrs)
This course focuses on effective written and oral communication and critical thinking strategies. Topics covered will include workplace communication, letter and report writing, persuasive communication, creating executive summaries, analyzing and synthesizing data, and presentation skills. Communication in virtual environments will also be discussed. Prerequisite: None

CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE(4 credits/40 hrs)
An introduction to the criminal justice system and the technology that supports the criminal justice system, including an overview of how contemporary technology has impacted and changed criminal justice. Prerequisite: None

CRJ 170 CORRECTIONS   **(4 credits/40 hrs)**
An introduction to the corrections system, including corrections facilities and the theory and psychology of corrections. Prerequisite: None

CRJ 180 POLICE   **(4 credits/40 hrs)**
The philosophy and history of law enforcement, crime, and police. Topics include organization and jurisdiction of local, state, and federal law enforcement agencies, and professional career opportunities and qualifications. Prerequisite: None

CRJ 205 THE CRIMINAL COURT SYSTEM   **(4 credits/40 hrs)**
An analysis of the American court system in its structure, functions, and roles. The course will also research the complex political and economic impacts on the criminal court system. Prerequisite: None

CRJ 210 CRIMINAL INVESTIGATION
AND LEGAL RESEARCH   **(4 credits/40 hrs)**
An introduction to the kinds, degrees, and admissibility of evidence, as well as the methods of research. This practice includes the collection and handling of evidence and an introduction to forensics and criminalistics. The course will include the study of investigative and research techniques applicable to specific offenses and types of investigations (establishing legal opinion, wiretapping, undercover, and sting operations). Discussion will include current trends and future prospects of investigation. Prerequisite: CRJ 101

CRJ 215 CRIMINAL EVIDENCE   **(4 credits/40 hrs)**
The description and analysis of various evidentiary rules that impact police investigations and case presentations. Discussion will include the admissibility and weight of evidence and ethical considerations in the presentation of evidence. Prerequisite: CRJ 205

CRJ 250 SUBSTANCE ABUSE   **(4 credits/40 hrs)**
An examination of the various forms of substance abuse, how to recognize each, applicable laws, treatment, penalties, dealing with people who are under the influence, and researching various laws that identify and deal with substance abuse. Prerequisite: CRJ 101

CRJ 260 COUNSELING IN CRIMINAL JUSTICE
     (4 credits/40 hrs)
This course examines the psychology of conflict resolution and assists the criminal justice student in learning how to adapt to different personalities and employ various counseling techniques. Prerequisite: CRJ 101

CRJ 280 PRIVATE SECURITY   **(4 credits/40 hrs)**
This course is designed to provide the instruction in the field of private security, including industry background and law related to premise, retail, business, employment, and information/computer security. This course emphasizes professionalism in the field of private security, including day-to-day responsibilities, possible career opportunities, and the importance of cooperation between law enforcement and private security for the protection of public and

businesses. Prerequisite: CRJ 101

CRJ 299 CRIMINAL JUSTICE EXTERNSHIP I(4 credits/120 hrs)
A field experience by which students in the baccalaureate or associate degree program work and/or study under the supervision of a professional in an appropriate organization or agency of the criminal justice system and are thereby provided the opportunity to apply the skills and knowledge acquired in their coursework. Students must complete 120 hours in the organization or agency to which they have been assigned and must attend scheduled seminars at the College with the Academic Dean or designated faculty member. Externship sites must be approved by the College's Criminal Justice Department. Prerequisite: Departmental approval

CRJ 300 CRIMINAL LAW   **(4 credits/40 hrs)**
Instruction in the study of crimes, including major crimes, crimes against the person, crimes against property, conspiracy, elements of proof, and the processes and procedures involved. Prerequisite: CRJ 101

CRJ 305 THE CONSTITUTION AND CRIMINAL JUSTICE
(4 credits/40 hrs)
Discussion of constitutional cases in criminal justice, the effects of the fourth, fifth, and sixth amendments, and the Bill of Rights. Prerequisite: CRJ 101, CRJ 205

CRJ 312 HOMELAND SECURITY   **(4 credits/40 hrs)**
An in-depth examination of the various agencies that make up the criminal justice system, from local police divisions to federal criminal justice entities such as the FBI, Homeland Security, Secret Service, and Central Intelligence Agency. Prerequisite: CRJ 101, CRJ 180

CRJ 313 CRIMINAL JUSTICE ETHICS   **(4 credits/40 hrs)**
An examination of the moral, legal and ethical obligations of state and criminal justice professionals. Real world examples will be included in the discussions. Prerequisite: CRJ 101, CRJ 180

CRJ 320 CRIMINAL JUSTICE MANAGEMENT(4 credits/40 hrs)
An examination of the principles of management and administration as these are practiced in public criminal justice organizations, with special emphasis on budgeting and personnel. Prerequisite: CRJ 170, CRJ 180

CRJ 325 WHITE COLLAR CRIME   **(4 credits/40 hrs)**
A review and analysis of crimes in business and government committed in the course of upper-level occupations and financial activities. Discussion and analysis will include the impact of these crimes on the company, industry, and society. Prerequisite: CRJ 300 or LAW 225

CRJ 330 INTERNATIONAL CRIMINOLOGY   **(4 credits/40 hrs)**
This course analyzes the nature and causation of international and transnational crime and examines issues in the globalization of crime, including terrorism, money laundering, drug trafficking, and weapons dealing, among others. Using data from international crime and victimization surveys, this course will also explore patterns, trends, and rates of crime and delinquency, and will discuss the variety

of sociological, demographic, and economic explanations. Prerequisite: CRJ 300 or LAW 225

CRJ 345 RACE, GENDER, AND CRIME IN CRIMINAL JUSTICE (4 credits/40 hrs)

An examination of the issues encountered in working with people from differing backgrounds and cultures. Issues of race, gender, culture, and ethnic origin will be the primary focus of this course. Students will be exposed to methods of effectively communicating with those whose cultural backgrounds differ from their own.

CRJ 350 INTERNATIONAL CRIMINAL JUSTICE SYSTEMS (4 credits/40 hrs)

An analysis of various global criminal justice systems including police, courts, and corrections. National and cultural diversity of crime will be discussed. Prerequisite: CRJ 300 or LAW 225

CRJ 388 CRIMINAL JUSTICE RESEARCH (4 credits/40 hrs)

An overview of the criminal justice research process, including an analysis of various research methods and procedures necessary to the study of crime policy and criminal justice. Prerequisite: CRJ 210 or CRJ 215

CRJ 400 APPLIED CRIMINAL JUSTICE ANALYSIS (4 credits/40 hrs)

This course extends the research methods and procedures of CRJ 388 to analysis of information and data. Students will learn how to provide quantitative and qualitative findings. Prerequisite: CRJ 388

CRJ 401 ORGANIZED CRIME (4 credits/40 hrs)

An overview of various aspects of organized crime. Discussions will include local, regional, national, and global organized crime syndicates. Students will also identify the cultural and social effects of organized crime. Prerequisite: CRJ 215

CRJ 425 THE JUVENILE JUSTICE SYSTEM (4 credits/40 hrs)

an analysis of the juvenile court system and the legal process of dealing with juvenile offenders. Detention, records, sentencing, and the various methods of dealing with juveniles within the criminal justice system are reviewed. Prerequisite: CRJ 205

CRJ 430 VICTIMES AND THE CRIMINAL JUSTICE SYSTEM (4 credits/40 hrs)

An examination of the relationship between victims of crime and the criminal justice system. Special emphasis will be placed upon such topics as the characteristics of crime victims, patterns of crime reporting and non-reporting, the treatment of crime victims by the various components of the criminal justice system, victim assistance programs, victim compensation, and victims' rights laws. Prerequisite: CRJ 345

CRJ 450 CRIME SCENE TECHNOLOGY AND CRIMINALISTICS (4 credits/40 hrs)

An examination of criminal investigation techniques involving profiling, DNA, and forensic aspects regarding firearms, arson and explosives. Discussion will also include investigative techniques for various aspects of the crime

scene. Prerequisite: CRJ 300

CRJ 480 DRUGS AND CRIME (4 credits/40 hrs)

An overview of the scope and role of drugs in society and the relationship between illicit substances and crime. Leading theories of drug use and enforcement will be surveyed. Major topics include: the social construction of drug issues, the war on drugs, drug control policy, and the function of drugs in popular cultural mediums. Contemporary topics to be examined include: asset forfeiture, the confidential informant role in drug enforcement, drug ethnography, corrections-based substance abuse treatment, and drug enforcement strategies. Prerequisite: CRJ 345

CRJ 490 SPECIAL TOPICS IN CRIMINAL JUSTICE (4 credits/40 hrs)

This course content varies as instructors present different developments, problems, and controversies as they relate to the field of criminal justice. Prerequisite: CRJ 345

CRJ 491 CRITICAL ISSUES IN CRIMINAL JUSTICE I (4 credits/40 hrs)

This course presents current issues in criminal justice. The course will involve guest speakers, field trips, book reviews, attendance at court trials and proceedings, and discussion of justice and the needs of today's society. Prerequisite: CRJ 305

CRJ 492 CRITICAL ISSUES IN CRIMINAL JUSTICE II (4 credits/40 hrs)

This course continues the student's exposure to real-world issues of criminal justice. The course examines the role of police in administering criminal Justice, including limitations, technological developments, and issues in bureaucracy. Prerequisite: CRJ 491

CRJ 493 SENIOR SEMINAR IN CRIMINAL JUSTICE (4 credits/40 hrs)

Consideration of the nature of criminal justice and its relationship to other fields of study, with integration of material from other courses. This course introduces varying topics of selected interest and contemporary significance, discussed in a seminar format. Prerequisite: All previous CJ courses or departmental approval

CRJ 499 CRIMINAL JUSTICE EXTERNSHIP II (4 credits/120 hrs)

A field experience by which students in the baccalaureate degree program work and/or study under the supervision of a professional in an appropriate organization or agency of the criminal justice system and are thereby provided the opportunity to apply the skills and knowledge acquired in their coursework. Students must complete 120 hours in the organization or agency to which they have been assigned and must attend scheduled seminars at the College with the Academic Dean or designated faculty member. Externship sites must be approved by the College's Criminal Justice Department. Prerequisite: Departmental approval

CRS 090 COMPREHENSIVE READING STRATEGIES (4 credits/40 hrs)

This is a course in the essential elements of reading comprehension, focusing on increasing reading ability,

identifying and understanding purpose and tone in writing, and improving critical thinking skills. The grade earned in the course does not affect the student's grade-point average. Prerequisite: None

CS 100 COLLEGE SUCCESS   (4 credits/40 hrs)
This course provides information and resources promoting students' academic and professional development. The course introduces students to strategies to achieve success in college, including study techniques, communication skills, time management and critical thinking. Campus resources and services will also be introduced. Prerequisite: None

ECN 101 MACROECONOMICS *   (4 credits/40 hrs)
Instruction in the principles and procedures required for the understanding of macroeconomics. Topics covered include analysis, income and prices, monetary and fiscal policies, and human wants and scarcity. Prerequisite: None

ECN 201 MICROECONOMICS *   (4 credits/40 hrs)
Instruction in the principles and procedures required for understanding microeconomics. Topics covered include revenue and cost projections, elasticity, market structure, pricing, supply and demand, income distribution, efficiency and profit. Prerequisite: ECN 101

ENG 090 FUNDAMENTALS OF WRITING   (4 credits/40 hrs)
A course in the essential elements of writing, focusing on usage, grammar, sentence structure, and paragraph development. The grade earned in the course does not affect the student's grade-point average. Prerequisite: None

ENG 111 COMPOSITION I *(4 credits/40 hrs) (10 outside hrs)
A course in expository writing, emphasizing those methods which are most frequently used in analysis, evaluation, and argument. Though the course assumes competence in grammar, usage, and mechanics, appropriate review in these skills will be provided as the need arises. Prerequisite: ENG 090 or placement

ENG 112 COMPOSITION II *   (4 credits/40 hrs)
A continuation of ENG 111, designed to teach students to compose effective argumentative essays, including a researched essay. Emphasis is placed on selection and restriction of topics, thesis statements, organization, development, coherence, clarity, and style. Adherence to the conventions of grammar, usage, and mechanics is required. Prerequisite: ENG 111

ENG 201 INTRODUCTION TO LITERATURE *(4 credits/40 hrs)
An introductory course in literature, emphasizing examinations of, and written responses to, short fiction, poetry and drama, with a focus on the characteristic features and conventions of these literary genres. Prerequisite: ENG 112

ENG 250 RHETORICAL PERSUASION*   (2 credits/20 hrs)
A study of the methods of persuasion: logical and emotional appeals and trustworthiness, ways of structuring arguments, and persuasive style. Students will learn to create and critique arguments on a variety of subjects. Prerequisite: ENG 112

ENG 301 AMERICAN LITERATURE *   (4 credits/40 hrs)
A survey of American literature during the 19th and the 20th centuries. Literature, speech, and writing are assimilated into course experiences. Students are exposed to a variety of literary genres (novels, short stories, dramas, poetry, and essays). Students learn to interpret selected works, and continue to develop their reading and writing skills. Prerequisite: ENG 112 or Academic Dean Approval

**HCM 370 HEALTH INFORMATION MANAGEMENT
(4 credits/40 hrs)**
This course focuses on health care informatics. Topics covered include information technologies and their use in health care environments, information systems life cycle, and management of electronic health records systems. The course also presents issues in data quality and security in the design, implementation, and evaluation of health information systems. Prerequisite: HIT 240, HIT 270 (Prerequisites do not apply to students in the baccalaureate nursing program.)

**HCM 390 PUBLIC HEALTH MANAGEMENT
(4 credits/40 hrs)**
An examination of the management of population-based health care. Topics include the characteristics of local, state, and federal public health agencies, performance standards, public health workforce, health promotion, disease prevention, and accessibility of health services. Prerequisite: HIT 135, MGT 102

HCM 410 HEALTH CARE LEGAL ISSUES   (4 credits/40 hrs)
A review of the regulatory and ethical environment of health care management. Included are topics pertaining to ethical decision-making concerning death, reproduction, and research. The course examines such issues as licensure, documentation requirements, liability, and other risk management issues related to health care administration and management. Prerequisite: BUS 170, HIT 135, HUM 101

**HCM 440 HEALTH CARE QUALITY MANAGEMENT
(4 credits/40 hrs)**
This course focuses on the issues of quality management, utilization review, and risk management functions. Included are the criteria for performance excellence. The course emphasizes integrated methods for undertaking the challenges necessary to achieve the standards of quality mandated for health care settings. Prerequisite: HCM 410, MGT 305

**HCM 460 MANAGEMENT OF CONTINUOUS CARE
(4 credits/40 hrs)**
This course addresses the issues of long-term care. Topics include current models of continuous care and the necessity for creating new models that will address the needs of our aging society in new venues. The focus is on leadership and management skills essential for meeting the special challenges associated with continuous care. Prerequisite: MGT 102, MGT 305

HCM 470 HEALTH CARE FINANCE **(4 credits/40 hrs)**
An overview of the selection, financing, and stewardship of the assets of a health care organization. Topics covered include the financial market environment, management of assets and liabilities, the financial aspects of strategic health care planning, and the methodology for practical application of financial management procedures. Prerequisite: MTH 305

HCM 490 TRENDS IN HEALTH CARE SERVICES
(4 credits/40 hrs)
An advanced examination of current trends and issues relating to the management of health care organizations. Topics may include new health care policies and their effect on the health care delivery system, the political environment affecting changes to our present system, health literacy, bioterrorism, social stress, and mental illness. Prerequisite or Co-requisite: HCM 460 and HCM 470

HCM 495 HEALTH CARE MANAGEMENT EXTERNSHIP
(4 credits/120 hrs)
Students are placed in an appropriate health care environment in order to provide them the opportunity for observation and application of the skills and knowledge acquired in their collegiate coursework. Prerequisite: Senior standing and departmental approval

HIS 215 AMERICAN HISTORY: SOCIETY, CULTURE, AND LAW * **(4 credits/40 hrs)**
The course provides a broad understanding of U.S. social, cultural and legal history across the following areas and time-periods: European exploration and settlement, the nation's formative years to the Civil War as crossroads, post-Civil War to the early Twentieth Century, the rise of industrial America, two world wars, and the intervening years at home and abroad. Prerequisite: None

HIT 135 HEALTH CARE DELIVERY SYSTEMS
(4 credits/40 hrs)
This course provides the student with an understanding of the development of the health care system, the balance between business and technology, the balance between business and technological advances, quality, cost and access of care, which affect all aspects of health care delivery. Prerequisite: None

HIT 220 PATHOPHYSIOLOGY OF HUMAN DISEASES I
(4 credits/40 hrs)
This course provides the student with the foundation for basic disease concepts including neoplasms, inflammation and infection. The etiology, treatment, Pharmacology, and prognosis of diseases associated with the body systems are studied. Prerequisite: BIO 145, MOA 111

HIT 225 PATHOPHYSIOLOGY OF HUMAN DISEASES II
(4 credits/40 hrs)
A continuation of Pathophysiology of Human Diseases I. Basic disease concepts, including neoplasms, inflammation and infection, are further examined. The etiology, treatment, pharmacology and prognoses of diseases associated with the body systems are studied. Prerequisite: HIT 220

HIT 230 DIAGNOSTIC CODING **(4 credits/40 hrs)**
Principles and guidelines of the International Classification Disease Coding (ICD) manual. Topics include the coding and sequencing of diagnoses for providers and ambulatory facilities and the principles for the application of codes for the inpatient setting. Prerequisite or Co-requisite: BIO 145, MOA 111

HIT 240 PROCEDURAL CODING **(4 credits/40 hrs)**
Principles and basic rules of the Current Procedural Terminology (CPT) and the Healthcare Common Procedural Coding Systems (HCPCS) coding manuals. Some topics included in this course are guidelines, general coding, and modifiers. Evaluation and Management Codes, Anesthesia, Surgery, Radiologic Procedures, and Pathology and Laboratory CPT Codes as applied from physician and facility perspectives are studied. Compliance and ethical coding issues are emphasized. Prerequisite or Co-requisite: BIO 145, MOA 111

HIT 260 HOSPITAL CODING AND REIMBURSEMENT
(4 credits/40 hrs)
Building upon the student's knowledge of coding skills and medical insurance, this course examines the complexities of optimal inpatient hospital and outpatient coding for reimbursement. Topics will include the hospital coding and billing process, managed care, Medicare, Medicaid, and Tricare/Campus. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: HIT 230, HIT 240

HIT 265 ADVANCED CODING FOR REIMBURSEMENT
(4 credits/40 hrs)
This course provides the student with proficiency in advanced coding for facilities, inpatient and outpatient hospital and physician coding. The medical record is used as the source document for abstracting codes. A variety of cases from across the major specialties are presented. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: HIT 260

HIT 270 HEALTH CARE SUPERVISION AND MANAGEMENT **(4 credits/40 hrs)**
This course incorporates the principles and practices necessary for efficient health care management and supervision. Leadership, management, team building, work design strategic planning, and other topics relative to health care organizations are presented. Prerequisite: None

HIT 298 ALTERNATIVE HEALTH INFORMATION EXTERNSHIP **(3 credits/90 hrs)**
Students are placed in an appropriate healthcare organization in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students must complete 90 clock hours of practical experience in health information management. This course is available only to students who have successfully completed the Medical Office Assistant program. With MOA 190, this course will satisfy the HIT 299 requirement in the Medical Billing and Coding Administration program. A grade of C (70%) is the minimum

passing grade in this course. Prerequisite: MOA190 and departmental approval

HIT 299 HEALTH INFORMATION EXTERNSHIP
(6 credits/180 hrs)
Students are placed in an appropriate healthcare organization in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students must complete at least 180 clock hours of practical experience. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: departmental approval

HRA 220 HUMAN RELATIONS   (4 credits/40 hrs)
This course examines the four major issues in human relations: understanding and managing oneself, dealing effectively with others, fostering career success, and managing one's personal life. These issues are presented within the premise that career and personal success are interrelated. Prerequisite: None

HRA 230 LABOR RELATIONS   (4 credits/40 hrs)
The study of labor relations examines the interactions between organized labor unions and company management. These interactions between unions and management include rights and responsibilities, negotiations, and collective bargaining.   Prerequisite:
MGT 203

HRA 240 EMPLOYMENT LAW   (4 credits/40 hrs)
This course surveys the key issues in employment law, describing the relationship between employers and employees, describing the scope of laws protecting employees from unlawful discrimination on the job, and introducing other employment matters such as workers' compensation and union agreements. Prerequisite: MGT 203

HRA 270 EMPLOYEE SELECTION   (4 credits/40 hrs)
This course covers fundamental and advanced methods of recruitment, selection, and placement techniques. It includes well-known methods, such as interviewing and employee testing, as well as controversial methods, such as handwriting analysis and drug testing. Prerequisite: MGT 203

HRA 280 TRAINING AND DEVELOPMENT (4 credits/40 hrs)
This course examines training and development as a human resources function. It offers students an opportunity to become familiar with adult learner styles and issues, needs assessment, goal setting, design, and evaluation. It examines various delivery options, including Web-based training. Prerequisite: MGT 203

HUM 101 ETHICS *   (4 credits/40 hrs)
An introduction to ethical theories, human conscience, and the process of moral decision-making. Morality and immorality, natural law, values and ideals are addressed. Philosophical views are applied to contemporary settings. Prerequisite: None

HUM 315 CRITICAL THINKING *   (4 credits/40 hrs)
An exploration of the essential characteristics of good arguments. Emphasis is placed on the identification, interpretation, and evaluation of written arguments as well as on the ability to justify interpretative and evaluative judgments. Central to the course is the ability to recognize why a good argument persuades and why a misleading or fallacious argument does not. Prerequisite: ENG 112 or Academic Dean Approval.

JUV 265 INTRODUCTION TO JUVENILE JUSTICE
(4 credits/40 hrs)
An introduction to the common law roots of juvenile justice philosophies and practice, an examination of historical and contemporary measures of juvenile punishment and correction, and a historical overview of the development of juvenile case law in American history. Prerequisite: CRJ 250

JUV 280 ETHICAL ISSUES IN JUVENILE JUSTICE
(4 credits/40 hrs)
An examination of ethical issues with regard to law enforcement's involvement with juveniles, the role of legal actors in the juvenile court process, and the theories and practices inherent in juvenile corrections. Prerequisite: JUV 265

JUV 310 COUNSELING JUVENILE OFFENDERS
(4 credits/40 hrs)
An exploration of the theory and practice of counseling juvenile offenders, utilizing case studies for identification and clarification of issues; overview of effective treatment strategies. Prerequisite or Co-requisite: JUV 280

JUV 335 JUVENILE CORRECTIONS
(4 credits/40 hrs)
An examination of the history, theories, and current practices of the juvenile corrections process in the United States. Prerequisite: JUV 265

JUV 360 JUVENILE JUSTICE AND THE FAMILY
(4 credits/40 hrs)
A study of common law and statutory concepts of family relationships emphasizing legal remedies to criminal activity in the family unit. Prerequisite: CRJ 215, JUV 265

JUV 390 SEMINAR IN JUVENILE JUSTICE
(4 credits/40 hrs)
A broad examination of multiple facets of the juvenile justice system with a focus on administration of juvenile agencies. Prerequisite: JUV 335

LAW 101A ORIENTATION TO LAW   (4 credits/40 hrs)
An overview of the legal system and exposure to the operating structures and terminology of law. The course covers the duties of the paralegal professional as they relate to the structures of the court system, administrative agencies, private law firms, and public proceedings. A discussion of the importance of ethics is also included. Prerequisite: None

LAW 101B INRTODUCTION TO RULES AND PROCEDURE

(4 credits/40 hrs)

A complement to LAW 101A, providing a further general overview of the legal system and exposure to the operating structures and terminology of law. The course instructs the student in the court rules of procedure and evidence at both state and federal levels. The course also provides an introduction to the substantive areas of law and a discussion of the appeal process. Prerequisite or Co-requisite: None

LAW 102 LEGAL RESEARCH   (4 credits/40 hrs)

Techniques for gathering information through a working familiarity with major books in the law library and practice in finding and interpreting statutes, case law, and administrative regulations, and in the various means of conducting criminal and civil investigations. Prerequisite: None

LAW 103 LEGAL ANALYSIS   (4 credits/40 hrs)

An examination of the principles of research, types of law books, citations, ambiguity in the law, interpreting case and statutory law, legal authority, annotations, the kinds of legal writing, organization and format. Concentration will be on specific research and writing assignments. Prerequisite: None

LAW 104 FAMILY LAW   (4 credits/40 hrs)

This course addresses how to handle client interviews and draw up necessary pleadings relative to the general practice of law in relation to the family unit. The legal formalities of family law and its impediments are studied. Discussion of marriage annulments, divorce, property rights and distribution, child visitation, alimony, separation, adoption, and Parent/child law will be included. Prerequisite: LAW 103

LAW 105 TORT LAW   (4 credits/40 hrs)

An analysis of civil court procedures, court document preparation, and filing requirements. The student is introduced to evidence law necessary to review depositions and other court-related material to aid in preparing an attorney for trial. Emphasis is placed on assault, battery, nuisance, and negligence. Prerequisite: LAW 103

LAW 107 COMMERCIAL LAW   (4 credits/40 hrs)

An introduction to the Uniform Commercial Code (UCC), and to the application of the UCC to secured transactions and commercial paper. The formation of contracts, consideration, statute of frauds, the capacity to contract, third party beneficiaries, parole evidence, breach of contract, and remedies are also studied. Prerequisite: LAW 103

LAW 110 CIVIL PROCEDURE   (4 credits/40 hrs)

An introduction to the process and procedures of civil litigation from the beginning of a conflict to its final resolution. The course defines basic principles of discovery and pre-trial motions, interrogatories, bill of particulars, and trial orders. Students will learn to draft legal documents in investigation of facts, settlement of lawsuits, judgments, and post-trial considerations. Other topics include the structure of state and federal court systems, jurisdiction of administrative agencies, the role of the lawyer, ethics, substantive law, torts, contracts, corporations, partnerships, bankruptcy, workman's com-pensation, consumer protection, real property, family law, probate, wills, estates,

and trusts. Prerequisite: LAW 102

LAW 117 COMPUTER APPLICATIONS FOR PARALEGALS   (4 credits/50 hrs)

An introduction to the basic functions of computer hardware and software, with further instruction in various office applications. Special emphasis is placed on applications for the law office, including document processing, database management systems for file management, litigation support, spreadsheet software, and time, billing, and accounting functions. Prerequisite or Co-requisite: LAW 101A

LAW 205 BANKRUPTCY LAW   (4 credits/40 hrs)

A study of bankruptcy, its terminology, and what is involved in the process from the filing of the petition to the discharge of indebtedness. The paralegal's role in the process, as well as the relationship between bankruptcy law and ethics, will be studied. Prerequisite: LAW 103, LAW 117

LAW 210 REAL ESTATE LAW   (4 credits/40 hrs)

The basic concepts of the law of real property. Mortgages, methods for transferring real estates, closing, landlord/tenant law, purchase and sales agreements, deeds, foreclosures, zoning, and condominium law will be studied. Prerequisite: LAW 103

LAW 215 ESTATES, TRUSTS AND TAXES   (4 credits/40 hrs)

The requirements, formalities, drafting, and execution of wills and trusts, probating wills, intestacy law, and the administration of wills and estates. Discussions of the Federal Estates, U.S. Fiduciary Tax Return, state inheritance taxes, and the ethical considerations involved are included. Prerequisite: LAW 103

LAW 220 CORPORATIONS, PARTNERSHIPS, AND AGENCIES   (4 credits/40 hrs)

A survey of the basic principles of corporation law, the creation and operation of corporations, partnerships, and proprietorships. The student will learn to prepare documents for: incorporation, amendments to a corporation charter, by-laws, directors' meetings, minutes, dissolutions, and liquidations. Prerequisite: LAW 103

LAW 225 CRIMINAL LAW   (4 credits/40 hrs)

Instruction in the study of crimes, including crimes against the person and crimes against property, and in the process and procedures involved in criminal litigation with attention given to the constitutional safeguards. Prerequisite: None

LAW 299 PARALEGAL EXTERNSHIP I   (4 credits/120 hrs)

Students in the paralegal certificate or associate degree program are placed in an appropriate legal environment in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students work under the supervision of an attorney or experienced paralegal in such sites as private or public law offices, corporate or government legal departments, or other appropriate settings. Students must complete at least 120 hours of work for the site. In addition to on-site work, the student will attend scheduled seminar sessions at the campus with the Academic Dean. Prerequisite:

Departmental approval

LAW 300 LAW OFFICE MANAGEMENT   (4 credits/40 hrs)
The fundamentals of law office management and organization, including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology. Prerequisite: LAW 103, LAW 117

LAW 315 ADVANCED LEGAL RESEARCH AND WRITING
(4 credits/40 hrs)
Further development in the research and writing skills learned in Legal Research and Legal Analysis. Prerequisite: LAW 103 Prerequisite or Co-requisite: ENG 112

LAW 320 ETHICS AND PROFESSIONAL RESPONSIBILITIES
(4 credits/40 hrs)
An overview of ethical considerations and responsibilities regulating the paralegal profession. The focus will be on evolving issues within the industry with special emphasis on the unauthorized practice of law, attorney-client privilege and conflicts of interest. Prerequisite: HUM 101, LAW 103

LAW 325 INTERVIEWING AND INVESTIGATION
(4 credits/40 hrs)
Upon completion of this course, students should be able to assist an attorney in preparing, directing, and organizing documents for civil litigation. Students should also be able to obtain medical records, official records and documents for client matters, research and design interview sheets and checklists, find and keep track of witnesses and principals, and keep in-house files for various legal matters. Prerequisite: LAW 315

LAW 330 IMMIGRATION LAW
(4 credits/40 hrs)
An introduction to immigration law and policy in a historical and constitutional context with emphasis on paralegal skills training and practice. It covers the categorization immigrants and non-immigrants, admission and deportation procedures, asylum and refugees, and citizenship. Prerequisite: LAW 315

LAW 335 COPYRIGHTS, PATENTS,
AND INTELLECTUAL PROPERTY   (4 credits/40 hrs)
This course introduces and develops general and specific skills appropriate to copyright, patent, and intellectual property law and provides a foundation of knowledge and understanding of copyright, patent, and intellectual property law. The course will provide an introduction to the principal theories of trademark law and unfair competition, patent law, copyright law, and related state and federal doctrines. Prerequisite: LAW 103

LAW 345 SPORTS AND ENTERTAINMENT LAW
(4 credits/40 hrs)
An overview of sports and entertainment and their relationship to various categories of law. The course is also designed to acquaint the student with the intricacies of the law inherent in the sports and entertainment industries. While both sports and entertainment law encompass a vast array of various legal disciplines, including, but not limited to, contract law, tort law, employment and labor law, constitutional law, criminal law, and intellectual property law, the application of these disciplines is unique to each industry. Prerequisite: LAW 103, LAW 107

LAW 365 JUDICIAL DRAFTING & COURT MAINTENANCE
(4 credits/40 hrs)
This course will provide the student with the opportunity to consider significant issues related to the judicial process and will introduce and develop skills required for assisting judges, law clerks, and court personnel. Among these skills are drafting of orders and opinions, summarizing motions and briefs in support, compiling jury instructions into a complete jury charge, hearing and trial dockets, evidence control, and adherence to Code of Judicial Conduct. Prerequisite: LAW 103

LAW 400 ALTERNATIVE DISPUTE RESOLUTION
(4 credits/40 hrs)
This intensive course trains paralegals in the art of negotiation and participation in conflict mediation processes. The course focuses on both traditional and non-traditional dispute resolution options. Attention will be given to the traditional techniques of negotiation, mediation, and arbitration as well as modern variations, such as summary jury trials and mini-trials. Topics include divorce settlement mediation and labor arbitration. Prerequisite: LAW 315

LAW 405 LABOR AND EMPLOYMENT LAW
(4 credits/40 hrs)
A comprehensive yet concise survey of the law affecting the workplace and an overview of the areas pertaining to paralegals. The course examines state laws regarding the employment relationship itself, employment contracts, employment-related tort law, and workers' compensation. Students will also discuss the various federal laws and statutes and the most important Supreme Court cases interpreting those laws. Prerequisite: LAW 315

LAW 410 ADVANCED LITIGATION
(4 credits/40 hrs)
The paralegal's role in the civil litigation process. Topics include pleadings, motions, discovery, and trial and appellate procedures. Prerequisite: LAW 110

LAW 415 ADVANCED LEGAL WRITING
(4 credits/40 hrs)
A continuation of the skills developed in LAW 315, Advanced Legal Research and Writing. Students conduct research, and prepare case briefs, legal correspondence, objective memoranda, trial briefs, and appellate briefs. Independent research time is required in addition to scheduled class time. Prerequisite: LAW 315

LAW 425 ADMINISTRATIVE LAW   (4 credits/40 hrs)
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related

topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies. This course will also introduce the student to the fundamental concepts of environmental law and community planning. Prerequisite: LAW 315

LAW 470 CONTEMPORARY LEGAL TOPICS
(4 credits/40 hrs)
Special topics will be selected as the subject of focus and research in the class. Topics will vary according to the needs of the legal community and the demands of the student population. Examples of such topics are entertainment law, securities law, labor law, and tax law. Prerequisite: LAW 315

LAW 499 PARALEGAL EXTERNSHIP II   (4 credits/120 hrs)
Students in the baccalaureate degree program are placed in an appropriate legal environment in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students work under the supervision of an attorney or experienced paralegal in such sites as private or public law offices, corporate or government legal departments, or other appropriate settings. Students must complete at least 120 hours of work for the site. In addition to on-site work, the student will attend scheduled seminar sessions at the campus with the Academic Dean. Prerequisite: Senior standing and departmental approval

MED 110 PHARMACOLOGY /
DOSAGE AND CALCULATIONS   (4 credits/50 hrs)
An examination of various types of drugs, their uses, contraindications, adverse reactions, dosage, routes, and patient education. Basic principles in administering medications, universal precautions, no parenteral and parenteral medications, and equipment and supplies will be presented. Dosage calculations and techniques of medication administration are practiced in the laboratory component. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 145, MOA 111, MTH 115

MED 120 HEMATOLOGY AND SEROLOGY (4 credits/50 hrs)
An introduction to phlebotomy and other specimen collection techniques. Topics include the components of blood, quality assurance, quality control, specimen collection, processing and handling, and infection prevention. Students will perform various common laboratory tests. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 145, MOA 111

MED 130 URINALYSIS AND MICROBIOLOGY
(4 credits/50 hrs)
Instruction in the basic study of microorganisms and urinalysis. Topics include specimen collection and processing procedures, the physical, chemical, and microscopic analysis of urine, CLIA-waived testing, laboratory safety, and quality control. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MOA 111 Prerequisite or Co-requisite: BIO 145

MED 140 MEDICAL PRACTICES AND PROCEDURES I

(4 credits/50 hrs)
An introduction to clinical and diagnostic procedures. Topics include the principles of infection control, Universal Precautions, OSHA regulations, patient charting, documentation, vital signs, and routine examining room procedures. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 145, MOA 111

MED 150 MEDICAL PRACTICES AND PROCEDURES II
(4 credits/50 hrs)
This course is designed to enhance students' understanding of clinical and diagnostic procedures. Topics include medical and surgical asepsis, sanitation and chemical disinfection of instruments, sterilization procedures, physical examinations and their components, positioning and draping of patients, diagnostic imaging, electrocardiography, and other selected non-invasive testing. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: BIO 145, MOA 111

MED 191 MEDICAL ASSISTING EXTERNSHIP I
(4 credits/160 hrs)
Students are placed in an appropriate healthcare organization in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students must complete at least 160 clock hours of practical experience. A grade of C (70%) is the minimum passing grade in this course Prerequisite: Departmental approval

MED 270 MANAGEMENT FOR
ALLIED HEALTH CARE PROFESSIONALS   (4 credits/40 hrs)
The principles and practices necessary for efficient allied health care management and supervision. Leadership, team building, personal management, documentation and risk assessment, strategic planning, and other topics relative to management within the allied health care professions are presented. Prerequisite: None

MED 298 ALTERNATIVE MEDICAL
ASSISTING EXTERNSHIP   (4 credits/30 hrs)
Students are placed in an appropriate health care organization in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students must complete at least 30 clock hours of practical experience. Prerequisite: Departmental approval

MED 299 MEDICAL ASSISTING EXTERNSHIP   (6 credits/180 hrs)
Students are placed in an appropriate health care organization in order to provide them the opportunity to apply the skills and knowledge acquired in their collegiate coursework. Students must complete at least 180 clock hours of practical experience. A grade of C (70%) is the minimum passing grade in this course Prerequisite: Departmental approval

MGT 102 MANAGEMENT PRINCIPLES   (4 credits/40 hrs)
Instruction in general management theories and in the application of those theories to real-world situations. Topics covered include planning and organizing, managing and coordinating, and recruiting and staffing. Business-related decision making processes and problem solving strategies

are addressed. Prerequisite: None

MGT 104 RETAIL MANAGEMENT   (4 credits/40 hrs)
This course addresses retail store management. Topics covered include financing, warehousing, pricing, displaying, personnel issues, cash handling, and marketing. Prerequisite: MGT 102

MGT 105 STRATEGIC PLANNING AND OPERATIONS I (4 credits/40 hrs)
This course is designed to teach the skills of strategic thinking and analysis in the business context. The course will focus on developing abilities to apply appropriate strategic theories and models to reach meaningful conclusions, strengthen critical thinking and analytical skills, and make defensible decisions and generate persuasive arguments. The course will cover the Balanced Scorecard, Pestel and other competitive strategies. Students will develop an understanding of strategic planning with a customer focus. Prerequisite: ACC 141, BUS 140

MGT 120 FIRST LINE SUPERVISION   (4 credits/40 hrs)
A survey of the knowledge and skills needed to help organizations meet today's challenges, and to adapt to the internally and externally changing environments. The course discusses important supervisory concepts and how to apply management principles in today's rapidly changing world. Prerequisite: MGT 102

MGT 203 HUMAN RESOURCE MANAGEMENT (4 credits/40 hrs)
This course addresses all aspects of personnel management, to include recruiting, advertising, interviewing, selection, training, salary negotiations, employee performance reviews, and promotion students also receive instruction on labor disputes and the legal aspects of personnel management. Prerequisite: MGT 102

MGT 205 SMALL BUSINESS MANAGEMENT (4 credits/40 hrs)
Instruction on the processes involved in starting and maintaining a small business. Topics covered include market research, finances, organizational planning, controlling inventory, staffing, and the legal issues involved in small business management. Prerequisite: MGT 102

MGT 305 LEADERSHIP   (4 credits/40 hrs)
An examination of the qualities and skills that leaders need in a rapidly changing world. The course covers such topics as courage, moral leadership, developing personal potential (personal leadership qualities), sources of power, building a community of followers, emotional intelligence, independent thinking, problem solving, personality and leadership styles, comparing management and leadership, valuing change, collaboration, relationships, and diversity. Prerequisite: SOC105 or combination of COM 105 and SOC 101

MGT 350 STRATEGIC PLANNING   (4 credits/40 hrs)
This course is designed to teach the skills of strategic thinking and analysis. The course will focus on building abilities to apply appropriate strategic theories and models to reach meaningful conclusions along the way, strengthening critical thinking skills and analytical skills, and

the ability to make defensible decisions and generate persuasive arguments. Prerequisite: ACC 300, BUS 140

MGT 405 ORGANIZATIONAL BEHAVIOR   (4 credits/40 hrs)
The integration of contemporary thinking about organizational design with classic ideas and theories. Concepts and models from organizational theory will be integrated with the changing events in the real world to provide the most up-to-date view of organization design available. The concept of leading by design is used to focus on the case studies of current companies that are successfully using organization design concepts to compete in today's complex and uncertain business world. Prerequisite: MGT 305

MGT 415 PRODUCTION AND INVENTORY MANAGEMENT   (4 credits/40 hrs)
This course is based on the principles of production and inventory management as recognized and certified by the American Production and Inventory Control Society (APICS). The course addresses the heightened intensity of global competition and the need for manufacturing and merchandising organizations to continuously improve production flexibility, product quality, delivery, and cost. Prerequisite: ACC 300, HUM 315

MGT 425 LABOR AND EMPLOYMENT LAW (4 credits/40 hrs)
A study of the dynamics of the modern employment relationship. The participant should be competent to identify and understand legal and ethical issues well enough to know when to seek professional services, not to presume to perform them. Students will finish the course with a clear understanding of the law in general, agency and contracts of employment, their regulation the government, and ethical considerations for corporate leaders. The focus of the course will be multidisciplinary and both theoretical and practical. Prerequisite: MGT 203, BUS 170 (Business Administration Option) or HOS 212, HOS 240 (Hospitality Administration Option)

MGT 450 PURCHASING, LOGISTICS AND SUPPLY CHAIN MANAGEMENT   (4 credits/40 hrs)
This course focuses on an increasingly vital part of today's global business operations: purchasing, logistics and supply chain management. The course will examine in detail the processes of procurement and managing the issues surrounding the flow of materials from raw material supplier to end-user. The primary focus will be on the processes typically associated with a product-based manufacture; however commercial retailing will also be included. The integration and use of Just-In-Time (JIT), Total Quality Management (TQM) and Enterprise Resource Planning (ERP) technologies will also be introduced. Prerequisite: MGT 350

MGT 455 OPERATIONS MANAGEMENT   (4 credits/40 hrs)
An examination of the various operational elements impacting management, including purchasing, logistics, supply chain processes, and production and inventory controls. The course addresses the need for organizations to continuously improve flexibility, product quality, delivery, and cost. Prerequisite: ACC 141, BUS 115, BUS 130,

**MGT 470 SENIOR SEMINAR: ISSUES IN MANAGEMENT
(4 credits/40 hrs)**
This course addresses real management solutions for today's turbulent times, from ethical scandals and continuing layoffs to increased global competition. This course will identify issues faced by today's managers. Prerequisite: Senior standing and departmental approval

MKT 111 DIGITAL MARKETING   (4 credits/40 hrs)
This course provides students an overview of existing and emerging technologies and approaches used by successful digital marketers to acquire, cultivate and measure customer relationships. Students will develop a deeper understanding of social media, search engines, email, internet marketing, content management, emerging media and key metrics. Prerequisite: BUS 130

MKT 113 PROMOTION STRATEGIES   (4 credits/40 hrs)
This course provides students an overview in understanding an organization's external communication processes from a theoretical and managerial perspective. Students will develop a deeper understanding of advertising, personal selling, sales promotion and publicity. Prerequisite: BUS 130

MKT 121 MARKETING RESEARCH   (4 credits/40 hrs)
This course provides students with a basic understanding of marketing research methods and how these methods are used in managerial decision-making. Students will develop a deeper understanding of data collection techniques, measurement and scaling, sampling techniques, and data analysis. Prerequisite: BUS 130

MKT 122 CONSUMER BEHAVIOR   (4 credits/40 hrs)
This course provides students with a basic understanding of consumer behavior in the development and implementation of effective marketing strategies. Students will develop a deeper understanding of individual consumer behavior, social and cultural influences on consumer behavior, and the consumer-decision process. Prerequisite: BUS 130

MKT 132 SALES FUNDAMENTALS   (4 credits/40 hrs)
This course provides students with a solid foundation for developing professional / relationship selling skills. Students will develop a deeper understanding of personal selling, initiating customer relationships and developing customer relationships. Prerequisite: BUS 101

**MMT 102 ANATOMY AND PHYSIOLOGY
FOR MASSAGE – CHEMISTRY & FUNCTION   (60 hrs.)**
This course introduces an overview of the organization of the human body and anatomical terms. Anatomical organization of the human body will be taught. This information will include an overview and study of the chemical level and cellular level of organization, the tissue level and the integumentary system. In addition, the basic principles of support and movement for the body will be viewed. A basic overview of the body's structures will be presented. The student will learn proper medical terminology and the use of the terms of basic structures and their functions as it applies to this course. A grade of C (70%) is the minimum passing grade in this course.

**MMT 104 ANATOMY AND PHYSIOLOGY
FOR MASSAGE SYSTEM & STRUCTURE   (60 hrs.)**
This course introduces an overview of the principles of support and movement for the body and Anatomical terms. Anatomical principles of support and movement will be taught. These principles include muscle tissue, the joints, muscular system, skeletal system (bone tissue, axial and appendicular systems). In addition, the basic organization of the body will be presented. An introduction to the basic chemistry necessary to understand life processes, elementary cell anatomy and physiology, basic metabolism, the history of epithelial, connective, and muscle tissue. The student will learn proper medical terminology and the use of the terms for basic structures and their functions as it applies to this course. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

**MMT 106 ANATOMY AND PHYSIOLOGY
FOR MASSAGE – NEUROLOGY   (60 hrs.)**
In this course, the student will explore the internal Workings of the human body in depth. The student will explore the nervous system its organization and relationship to homeostasis. The function of the brain, spinal cord and nerves will be examined. The brain and cranial nerves, the autonomic and somatic nervous systems, along with the breakdown of the endocrine system will be explored. The student will learn proper medical terminology and the use of the terms of basic structures and their functions as it applies to this course. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 102, MMT 104, MMT 120, MMT 130, MMT 175, MMT 180

**MMT 108 ANATOMY AND PHYSIOLOGY
FOR MASSAGE CIRCULATORY   (60 hrs.)**
In this course the student will explore the internal workings of the human body in depth and the cardiovascular system will be examined. The heart and its functions along with conditions like heart murmurs, pericarditis, and congestive heart failure will be examined. Conditions like carbon monoxide poisoning, cigarette smoking and the effects of asthma will be studied in the respiratory system. The lymphatic and immunity system will be explored and its relationship to the cardiovascular system. The course will cover the organs of the digestive system and how it relates to the urinary system. The reproductive systems will be learned and conditions like eating and prostate disorders. Student will learn proper medical terminology and the use of the terms of basic structures and their functions as it applies to this course. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 102, MMT 104, MMT 120, MMT 130, MMT 175, MMT 180

**MMT 120 SWEDISH MASSAGE
FOR THE THERAPIST   (60 hrs.)**
The course introduces the students to the strokes and hands-on skills that are the groundwork for massage techniques used throughout massage therapy. The course presents draping and bolstering techniques as well as the fundamentals of proper body mechanics to perform massage. Students will learn the 7 techniques of massage:

touch, vibration, friction, effleurage, tapotement, petrissage and joint movement. Students also study correct wrist and hand alignment, as well as self-care and stretching exercises. Student will learn the effects of mechanical applications when manipulating blood towards or away from the heart. *In order to successfully pass this course each student will provide confirmation that they received a one hour full-body massage from a Licensed Massage Therapist. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

MMT 125 PALPATION FOR MASSAGE THERAPIST   (60 hrs.)
This course includes a series of exercises designed to develop sensitivity in the hands, as well as the detailed palpation of all the bones, muscles and ligaments of the body that a massage therapist would need to be successful in treating clinical client conditions. Students will learn the massage pain scale assessment for clients and to assess the characteristics of various structures such as tissue, tendons, ligaments, fascia and muscles and will be able to perform basic palpation of all major muscles of the body. A grade of C (70%) will be the minimum required to pass this course. Prerequisite: MMT 102, MMT 104, MMT 120, MMT 130, MMT 175, MMT 180

MMT 130 HISTORY, ETHICS
AND PROFESSIONAL PRACTICE   (60 hrs.)
This course will introduce the student to the history of massage and bodywork and includes an examination of both the philosophy and theory behind the profession. The student will learn the origins of various modalities. It will also provide an overview of the laws, guidelines and ethics associated with massage and the responsibilities regulating the licensed massage therapist. Students will also be introduced to the fundamentals of developing a successful professional massage practice. Students will develop strategies for networking, building a practice, preparing resumes and performing effectively in job interview situations. Business planning and practices, office management, marketing, sanitation and cleanliness practices will be examined. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

MMT 145 MYOLOGY AND
KINESIOLOGY FOR MASSAGE   (60 hrs.)
This course will examine the human muscular system and movements covering the biomechanics of locomotion. Student will explore in detail all of the major muscles of the axial and appendicular Segments, and their locations, origins, insertions and actions. The student will also learn how to place each of the major muscles on the slack and on the stretch. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MMT 102, MMT 104, MMT 120, MMT 130, MMT 175, MMT 180

MMT 170 DEEP TISSUE AND SPORT MASSAGE   (60 hrs.)
In this course the student is introduced to deep tissue massage through the practice of deep tissue sculpting methods and practices. Deep tissue sculpting is an effective technique used to release chronic tension, release soft tissue tension, and pain associated with stress, overexertion and

some injuries and illnesses. Students will learn to combine stretching, body mobilization techniques, relaxation, and other techniques to create sessions tailored for individual athletes. Some of the additional techniques include reciprocal inhibition and approximation. Students will also learn principles and practices of sports massage, focusing on pre-event and post-event massages. Students will learn about conditions such as sprains, strains, thermal injuries, cramping, and dehydration. A grade of C (70%) will be the minimum required to pass this course. Prerequisite: MMT 102, MMT 104, MMT 120, MMT 130, MMT 175, MMT 180

MMT 175 CLIENT ASSESSMENT AND TREATMENTS (60 hrs.)
This course will teach assessment skills. The student will display the ability to assess clients and develop treatment plans. Client consultation and evaluating skills will be taught and practiced. Students will gain understanding and receive experience in documenting client sessions for progress charting and follow-up treatments while focusing on massage therapy decision-making abilities. A grade of C (70%) will be the minimum required to pass this course. Prerequisite: None

MMT 180 PATHOLOGY FOR MASSAGE THERAPIST   (60hrs.)
This course will help the student understand the nature and course of human diseases that would hinder massage treatments known as contraindications, as well as which human conditions massage would be a benefit known as indications. The course will also help the student familiarize themselves with conditions reported on client intake forms and assist them in making safe practice decisions when clients present signs and symptoms without a medical diagnosis. Students will learn massage therapy precautions and applications to comply with infection control, universal precautions and OSHA standard. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

MMT 190 SPECIAL APPLICATIONS   (60 hrs.)
This course provides the student with the tools and techniques and reviews the basic principles that might be used in special applications. Hot stone treatment will be introduced along with hot towels, paraffin treatments for hands and feet. Reflexology and exfoliation will be explored for hands and feet as well. Students will be educated about the needs of hospice patients, elderly clients and fibromyalgia clients. A grade of C (70%) will be the minimum required to pass this course. Prerequisite: MMT 102, MMT 104, MMT 120, MMT 130, MMT 175, MMT 180

MMT 291 CAPSTONE SCIENCE
AND CLINICAL MASSAGE PRACTICE   (90 hrs.)
This capstone course provides the student with a comprehensive program review and preparation for certification. Students will review material from the following courses: MMT 102, MMT 104, MMT 106, MMT 108, MMT 145 and MMT 180. The course concludes with comprehensive simulated exams covering this material. Additionally, under the direction of a Licensed Massage Therapist, students will implement the massage techniques and business practices learned during the program. Students will be expected to perform a minimum of 15 full-body

massage treatments in a formal massage setting on campus. Students will perform intake interviews and assessments, create treatment plans, maintain records, and communicate in a meaningful way with clients. During the first six weeks of Clinical Massage Practice, students will meet with the instructor to register for and schedule their Massage & Bodywork Licensing Examination (MBLEx). During the second six weeks of Clinical Massage Practice, students will take the MBLEx and submit proof of the attempt for a grade. A grade of C (70%) will be the minimum required to pass this course. Prerequisite: MMT 102, MMT 104, MMT 106, MMT 108, MMT 120, MMT 125, MMT 130, MMT 145, MMT 170, MMT 175, MMT 180, MMT 190, and departmental approval

MMT 293 CAPSTONE PRACTICAL
AND CLINICAL MASSAGE PRACTICE (90 hrs.)

This capstone course provides the student with a comprehensive program review and preparation for certification. Students will review material from the following courses: MMT 120, MMT 125, MMT 130, MMT 145, MMT 170, MMT 175 and MMT 190. The course concludes with comprehensive simulated exams covering this material. Additionally, under the direction of a Licensed Massage Therapist, students will implement the massage techniques and business practices learned during the program. Students will be expected to perform a minimum of 15 full-body massage treatments in a formal massage setting on campus. Students will perform intake interviews and assessments, create treatment plans, maintain records, and communicate in a meaningful way with clients. *In order to successfully pass this course each student will confirm that they provided a one hour full-body massage on a Licensed Massage Therapist. During the first six weeks of Clinical Massage Practice, students will meet with the instructor to register for and schedule their Massage & Bodywork Licensing Examination (MBLEx). During the second six weeks of Clinical Massage Practice, students will take the MBLEx and submit proof of the attempt for a grade. A grade of C (70%) will be the minimum required to pass this course. Prerequisite: MMT 102, MMT 104, MMT 106, MMT 108, MMT 120, MMT 125, MMT 130, MMT 145, MMT 170, MMT 175, MMT 180, MMT 190, and departmental approval

MOA 111 MEDICAL TERMINOLOGY (44 credits/40 hrs)

This course prepares the student to create medical forms, reports, and letters, and to communicate with medical personnel by the study of the basic structure of medical terminology through prefixes, suffixes, word roots, and combining forms. The course Includes pronunciation, spelling, definitions of medical terms, and medical abbreviations. Prerequisite: None

MOA 112 MEDICAL TERMINOLOGY
FOR PRACTICAL NURSES I (2 credits/20 hrs) (5 outside hrs)

This course prepares the student to create medical forms, reports, and letters, and to communicate with medical personnel by the study of the basic structure of medical terminology through prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and medical abbreviations. This course correlates with BIO 151 Anatomy & Physiology I for Practical Nurses. Prerequisite: None

MOA 113 MEDICAL TERMINOLOGY
FOR PRACTICAL NURSES II (2 credits/20 hrs) (5 outside hrs)

This course continues the preparation of the student to create medical forms, reports, and letters, and to communicate with medical personnel by the study of the basic structure of medical terminology through prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and medical abbreviations. This course correlates with BIO 152 Anatomy & Physiology II for Practical Nurses. Prerequisite: MOA 112

MOA 120 INTRODUCTION TO MEDICAL INSURANCE
(4 credits /40 hrs)

An introduction to the health insurance industry, major insurance programs, federal health legislation, medical coding, and medical billing. Topics will include the responsibilities of the health professional, legal issues, health insurance basics, procedural and diagnostic coding, and insurance claim processing. Prerequisite: None

MOA 130 COMPUTER APPLICATIONS
FOR HEALTH PROFESSIONALS (2 credits /30 hrs)

An introduction to various office applications, with emphasis on integrated applications designed for electronic health records and medical account management. Clinical medical records, scheduling, billing, insurance claims submission, letters, and reports are some of the areas addressed in this course. Prerequisite: None

MOA 140 LEGAL AND ETHICAL
ASPECTS OF HEALTH INFORMATION (2 credits /20 hrs)

An overview of the ethical and legal challenges that face the health care community. The course addresses ethical issues related to the delivery of patient care and the legal considerations associated with health information. The role of the allied health care professional will be emphasized throughout the course. Prerequisite: None

MOA 150 ADMINISTRATIVE
PRACTICES AND PROCEDURES (4 credits /40 hrs)

The study of administrative duties in a medical office environment, including traditional and managed care settings. Topics to be covered in the course include oral communication, records maintenance, financial practices, office management, and information processing. Managed care topics include the implications of managed care contracts on financial aspects of practices, referrals and collection techniques. This course will satisfy the MED 101 requirement in the Medical Assisting programs. Prerequisite: None

MOA 190 MEDICAL OFFICE EXTERNSHIP (3 credits /100 hrs)

The capstone experience of the Medical Office Assistant program. The method of instruction is a mentoring experience directed by staff in a medical office. The course requires ninety hours of on-site practical experience under the supervision of the facility's staff and ten hours of classroom seminars and review designed to develop the professional attitude and skills necessary for success in a health care setting. A grade of C (70%) is the minimum passing grade in this course. With HIT 298, this

course will satisfy the HIT 299 requirement in the Medical Billing and Coding Administration program. Prerequisite: Departmental approval

MTH 090 FUNDAMENTALS OF MATHEMATICS
(4 credits /40 hrs)
A review of mathematical concepts and applications, including computation, conversions, fractional values, ratios, and an introduction to the metric system. The grade earned in the course does not affect the student's grade-point average. Prerequisite: None

MTH 100 INTRODUCTION TO STATISTICS *(2 credits /20 hrs)
An introduction to descriptive and inferential statistics, with an emphasis on the collection, analysis and interpretation of data. The student will learn to interpret basic statistical information such as frequency tables and percentages so that they may make more rational decisions when confronted by statistical data. Prerequisite: MTH 090 or placement

MTH 115 MATHEMATICS FOR
HEALTH CARE PROFESSIONALS(4 credits /40 hrs) (10 outside hrs)
Instruction and practice in mathematical concepts relevant to health care professions. Topics include fractional values, calculations, conversions, ratios, and proportions, as well as critical analysis of numerical data and statistical reports. Review and practice of basic mathematical operations is provided as needed. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: MTH 090 or placement

MTH 120 QUANTITATIVE REASONING *   (4 credits /40 hrs)
Instruction in mathematical problem-solving skills and concepts. Topics include the use of logic and critical thinking in solving problems, analysis of information suggested by statistical data, determination of probability, solution by means of geometry, and other applications of mathematical analysis. Prerequisite: MTH 090 or placement

MTH 140 ALGEBRA*   **(4 credits /40 hrs)**
This algebra course provides a fundamental understanding of basic algebraic principles including, operations with algebraic expressions, linear & quadratic equations, inequalities, polynomials, and classification of the real number system. Prerequisite: MTH 090 or placement

MTH 305 STATISTICS *   **(4 credits /40 hrs)**
An introduction to descriptive and inferential statistics, with an emphasis on the collection, analysis, and interpretation of data. The student will learn to interpret statistical information, to discriminate between sound and unsound statistical methods and results, and to make more rational decisions when confronted by statistical data. Prerequisite: MTH 115 or MTH 120 or Academic Dean Approval

NET 101 FUNDAMENTALS OF NETWORKING
                                      (4 credits /40 hrs)
This course provides a foundational understanding of the elements of a network of computers and other devices. Students will be introduced to the concepts and devices used to assemble LANs, WANs, and the Internet. Topics covered include standards such as the OSI model and 802.x, network media and topologies, and connectivity devices. Students are encouraged to review course topics in preparation for professional certification. Prerequisite: None

NUR 100 NURSING ASSISTANT SKILLS I (5) (15 outside hrs)
A pre-nursing course that serves as an introduction to basic nursing knowledge and skills. Students will be taught and practice competency-based skills performed by nursing assistants that will be utilized in future nursing courses. This course includes lecture and lab. The Practical Nursing and the Associate of Applied Science in Nursing programs build on this basic nursing knowledge and skills with expectations that each student can perform in a safe and competent manner related to these functions. Prerequisite: None

NUR 101 INTRODUCTION TO
NURSING AND HEALTH CARE   (4 credits /60 hrs)
An examination of the historical roots of nursing and health care delivery systems, the economics of health care, health care regulation, and the roles of nurses in today's health care. Health is defined, and belief models and functional health patterns across the life span are reviewed. The importance of holistic caring in the application of the nursing process is stressed. Alternative and complementary therapies are reviewed. Prerequisite: None

NUR 102 INTRODUCTION TO NURSING RESOURCES   (4 credits /60 hrs)
This course is designed to continue and explore concepts in nursing, processes in nursing care, and select topics related to promotion of health. Nursing concepts include critical thinking, nursing process, concept maps, ATI testing, ATI tutorials/resources, time management, other college resources (writing center/tutoring), and coping strategies. Prerequisite: NUR100 OR STNA

NUR 105 NURSING AND HEALTH ASSESSMENT
                                      (4 credits /60 hrs)
An introduction to methods of health assessment, including physical, mental, emotional, spiritual and psychosocial. Growth and development are stressed as these are related to health assessment. A laboratory component provides opportunities to apply and practice assessment techniques as well as fundamental nursing procedures. Prerequisite: BIO 161, NUR 101 Co-requisite: NUR 105L

NUR 115 PHARMACOLOGY   (4 credits /60 hrs)
A study of the use of medicines to treat or prevent disease, the classification of drugs, the principles of pain management, and the nurse's role in the administration of prescribed medicines. Dosage calculations and techniques of medication administration are practiced in the laboratory component. Prerequisite: BIO 162, MTH 115, NUR 105 Co-requisite: NUR 115L

NUR 125 NURSING AND THE CHILDBEARING FAMILY
(4 credits /60 hrs)
A study of pregnancy and care of the neonate within the structure of family, emphasizing nursing assessment and

interventions for families experiencing a normal child-bearing experience. Clinical practice during the childbearing process is required. Prerequisite: NUR 115, NUR 141

NUR 135 MEDICAL-SURGICAL
NURSING AND PHARMACOLOGY   (6)
This course emphasizes the critical thinking, assessment skills, and test taking skills required by the student progressing from the role of the Practical Nurse to the role of the Registered Nurse, including the nurse's role in the administration and management of medications. Prerequisite: BIO 161, BIO 162, MTH 115, ENG 111, and current, unrestricted licensure as a Practical Nurse

NUR 140 NURSING AND HEALTH ALTERATIONS I   (6)
An introduction to the concept of health deviation as related to Gordon's functional health patterns, including a review of how health alterations may produce functional limitations that require traditional medical and nursing interventions. Clinical practice is required. Prerequisite: BIO 162, NUR 105

NUR 141 NURSING AND HEALTH ALTERATIONS II   (7)
A study of nursing diagnoses and interventions related to commonly occurring health problems associated with inflammation and infection, oxygenation, cardiac output, tissue perfusion, fluid, electrolyte, and acid-base imbalances. Clinical practice is required. Prerequisite: NUR 115 and NUR 140 or NUR 135, NUR 225, and current, unrestricted licensure as a Practical Nurse

NUR 160 MEDICAL ETHICS   (3)
An introduction to the legal and ethical issues that lay the foundation for practice. Students learn the fundamental principles by which ethical decisions are made and will be able to distinguish between what is often legal but not necessarily ethical. Philosophical views are applied to health care settings. Prerequisite: NUR 105 or NUR 135 and current, unrestricted licensure as a Practical Nurse

NUR 199 TRANSITION INTO PROFESSIONAL NURSING   (4)
The course facilitates transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse, and introduces the development of evidence-based practice and safe patient centered care. The course will focus on holistic health assessments and appropriate nursing skills. The course is designed to validate prior learning and update and enhance nursing knowledge. The nursing process is used as the framework for critical thinking and problem solving. Prerequisite: Earned, unencumbered practical nurse licensure

NUR 200 MENTAL HEALTH NURSING   (4)
A study of alterations in the functional health pattern of cognition-perception and the nurse's role in promoting mental health. Common alterations in the cognition-perceptual pattern are studied, including chemical dependency, violence, neurosis, psychosis and physical conditions affecting cognition. Clinical practice is required. Prerequisite: NUR 115 and NUR 140 or NUR 135 and current, unrestricted licensure as a Practical Nurse

NUR 201 FUNDAMENTALS OF NURSING   (6.5)
An introduction to professional nursing and the development of evidence-based practice and safe patient centered care. The course will focus on holistic health assessments and appropriate nursing skills. Students will demonstrate safe application of knowledge and skills in nursing lab and clinical areas. Clinical will be conducted at long term care facilities along with Simulation lab. Prerequisite: NUR 100, BIO 163 Prerequisite or Co-requisite: BIO 164

NUR 202 FUNDAMENTALS OF NURSING (8 credits /150 hrs)
An introduction to professional nursing and the development of evidence based practice and safe patient centered care. The course will focus on holistic health assessments and appropriate nursing skills. Students will demonstrate safe application of knowledge and skills in nursing lab and clinical areas. Clinical will be conducted at long term care facilities. Prerequisite: NUR100 OR STNA

NUR 205 INTRODUCTION TO SURGICAL NURSING (4 credits /60 hrs)
Introduces students to the coordination and integration of evidence based practice as it relates to medical-surgical nursing practice and patient education. The focus of this course is the immune system and related topics. The clinical will be held at acute and/or chronic healthcare facilities. Prerequisite: NUR100, NUR102, NUR202

NUR 210 NURSING AND HEALTH ALTERATIONS III   (7)
A study of alterations in mobility, sensation, digestion, nutrition, elimination, excretion, reproduction and metabolic regulation, with emphasis on the assessment and intervention roles of the nurse. Clinical practice is required. Prerequisite: NUR 115 or current, unrestricted licensure as a Practical Nurse and NUR 141

NUR 211 NURSING AND HEALTH ALTERATIONS IV
(6 credits /100 hrs)
A study of alterations in immune system, excretion and reproduction, with an emphasis on the assessment and intervention roles of the nurse. Clinical practice is required. Prerequisite: NUR 210 and NUR 115 or NUR 135 and current, unrestricted Licensure as a Practical Nurse

NUR 212 INTRODUCTION
TO MEDICAL-SURGICAL NURSING   (7 credits /120 hrs)
Introduces students to the coordination and integration of evidence-based practice as it relates to medical-surgical nursing practice and patient education. The focus of this course is the immune System and related topics. Clinical will be conducted at long term care facilities along with Simulation lab. Prerequisite: NUR 100, NUR 201 or NUR 199, BIO 163, BIO 164 Co-requisite: NUR 218

NUR 213 ESSENTIALS OF
MEDICAL-SURGICAL NURSING   (8 credits /150 hrs)
The continuation of coordination and integration of evidence-based practice as it relates to increasing complexity of body systems in medical surgical nursing practice and

patient education. Focuses on musculoskeletal, renal, gastrointestinal, hematology, respiratory, cardiac systems. Clinical will be conducted at long term care facilities along with Simulation lab. BSN Prerequisites: NUR 100, NUR102, , NUR 202, NUR 205, NUR 218; ADN Prerequisites: BIO 163, BIO 164, NUR 201, NUR 212

NUR 214 MATERNAL REPRODUCTION NURSING (4 credits /61 hrs)

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural, developmental, and educational needs of the maternal-neonatal patients. Simulation lab and various clinical settings will be utilized. ADN Prerequisite: NUR 100, NUR 201, BIO 163, BIO 164, NUR 212, NUR 213, NUR 218 Co-requisite: NUR 215; BSN Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR215, NUR218, NUR219, NUR300 Co-requisite: NUR216

NUR 215 MENTAL HEALTH AND NURSING
(4 credits /60 hrs)

This course explores the learning experiences of fundamental mental health and mental illness concepts. Evidence-based practice will be utilized in the delivery of safe patient and family centered care. Various clinical settings will be utilized. Prerequisite: NUR 100, NUR 201, BIO 163, BIO 164, NUR 212, NUR 213, NUR 218 Co-requisite: NUR 214; BSN PREREQUISITES: NUR100, NUR102, NUR202, NUR205, NUR213, NUR215, NUR218, NUR219

NUR 216 NURSING CARE OF CHILDREN (4 credits /61 hrs)

This course focuses on integration of knowledge derived from bio-psycho-social sciences, and nursing evidence-based practice to achieve safe patient centered care for the child and family who are experiencing normal development and alterations of body systems. Simulation lab and various clinical facilities will be utilized. Prerequisite: NUR 100, NUR 201, BIO 163, BIO 164, NUR 212, NUR 213, NUR 214, NUR 215, NUR 218 Co-requisite: NUR 219; BSN: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR218, NUR219, NUR300 Co-requisite: NUR214

NUR 217 CRITICAL NEEDS, LEADERSHIP, AND COMMUNITY NURSING (8 credits /150 hrs)

This course continues to integrate and synthesize the knowledge and evidence-based practice learned in previous nursing courses. Focuses on a higher level of critical care, nursing leadership, and provides an introduction to community health nursing. Simulation lab utilized and various clinical settings. Prerequisite: NUR 100, NUR 201, BIO 163, BIO 164, NUR 212, NUR 213, NUR 214, NUR 215, NUR 216, NUR 218, NUR 219

NUR 218 NURSING PHARMACOLOGY I (5 credits /70 hrs)

An introduction to the study of the use of medicine, classification of drugs, the principle of pain management, and the nurse's role in the safe administration of medications utilizing evidence-based practice. This course includes intravenous therapy. Prerequisite: NUR 100, NUR 201, BIO 163, BIO 164 Co-requisite: NUR 212. BSN Prerequisite: NUR100, NUR102, NUR202 Co-requisite: NUR100, NUR102, NUR202 Co-requisite: NUR100, NUR102, NUR202 Co-requisite: NUR205

NUR 219 NURSING PHARMACOLOGY II (5 credits /70 hrs)

The continuation of the use of medicine, classification of drugs, the principle of pain management, and the nurse's role in the safe administration of medications utilizing evidence-based practice. This course includes safe intravenous administration. Prerequisite: NUR 100, NUR 201, BIO 163, BIO 164, NUR 212, NUR 213, NUR 214, NUR 215, NUR 218 Co-requisite: NUR 216. BSN Prequisite: NUR100, NUR102, NUR202, NUR205, NUR218 Co-requisite: NUR213

NUR 225 ADVANCED MATERNAL AND PEDIATRIC NURSING (5 credits /90 hrs)

A transition from the Practical Nursing to the Registered Nursing role that includes commonly occurring health alterations during childhood and adolescence and related special care needs influenced by developmental status, and pregnancy and care of the neonate within the structure of family, emphasizing nursing assessment and interventions for families experiencing a normal childbearing experience, with emphasis on the role of the nurse as provider of care. Clinical practice is required. Prerequisite: BIO 162, ENG 111, MTH 115, and current, unrestricted licensure as a Practical Nurse

NUR 230 NURSING AND SICK CHILDREN (4 credits /60 hrs)

A study of commonly occurring health alterations during childhood and adolescence and related special care needs influenced by developmental status, with emphasis on the role of the nurse as provider of care. Clinical practice is required. Prerequisite: NUR 115, NUR 141

NUR 240 MANAGEMENT OF CLIENT CARE (6 credits /90 hrs)

A study of management information and skills by which the nurse provides safe and effective care for a group of clients in both acute and long-term care settings. Clinical practice is required. Prerequisite: NUR 125 or NUR 135 and current, unrestricted licensure as a Practical Nurse; NUR 141, NUR 160, NUR 200, NUR 210

NUR 250 NURSING TRENDS AND ISSUES (3 credits /30 hrs)

An examination of the role of the nurse as a member of the profession, exploring the transition from school to the world of work within the framework of current professional issues and trends. Prerequisite: Satisfactory completion of all coursework except NUR 290

NUR 290 NURSING PRACTICUM (6 credits /160 hrs)

Experience providing the opportunity for knowledge integration and concentrated clinical practice in either an acute or long-term care setting. The experience is designed to assure that the graduate is a competent entry-level practitioner. Competency demonstration required. Prerequisite: Satisfactory completion of all coursework except NUR 250

NUR 299 DIMENSIONS IN NURSING (8 credits /160 hrs)

The capstone course explores issues and trends in nursing healthcare. Students analyze current evidence-based practice for discussion of issues related to the provision of quality healthcare. Students develop personal and

professional strategies to make the transition from student to graduate nurse. This course offers a NCLEX review and includes the clinical hours required for safe practice. Competency exam and comprehensive exam are required. Prerequisite: All other program courses

NUR 300 NURSING IN THE CONTEMPORARY U.S. HEALTHCARE SYSTEM   (4 credits /40 hrs)
In this course, students will participate in a review of the basic structure and operations of the US health care system, and the significant role that nursing professionals play as part of the system. Following a brief historical overview, the current status of health care organizations, national health care policies and health care needs of the US population will be covered. Students will examine the impact of health care reform and other legislation. Topics will include the nursing shortage, the Institute of Medicine's report on the Future of Nursing, managed care / case management and health care disparities in the U.S. system. Prerequisite: None. BSN Prerequisite: None

NUR 312 NURSING IN GERONTOLOGY   (4 credits /40 hrs)
Applying the principle that healthy aging is an expectation of every elder, this course addresses the human potential possible as people all age. It considers the demographics of, attitudes toward, and politics surrounding the aging person. Students will study the biological, psychological, and social aspects of nursing the elders in our society, considering the diversity of situations that may be encountered. Prerequisite: None

NUR 314 NURSING INFORMATICS AND TECHNOLOGY (4 credits /40 hrs)
Nursing informatics integrates nursing science, computer science and information science in identifying, collecting, processing, and managing data and information to support nursing practice, administration, education, research and the expansion of nursing knowledge (American Nurses Association, 2010). In today's healthcare settings it is critical that nurses are competent as users of informatics and information systems. With this definition as a framework, the course will explore the data sources and technological tools and methods used by nurses to further the quality and effectiveness of care delivery in today's complex healthcare environment. Prerequisite: None

NUR 316 NURSING GERONTOLOGY (4 credits /40 hrs)
Applying the principle that healthy aging is an expectation of every elder, this course addresses the human potential possible as people all age. It considers the demographics of, attitudes toward, and politics surrounding the aging person. Students will study the biological, psychological, and social aspects of nursing the elders in our society, considering the diversity of situations that may be encountered. BSN Prerequisite: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300, NUR300, NUR322, NUR337

NUR 322 ADVANCED ASSESSMENT AND WELLNESS (6 credits /90 hrs)

Applying the principle that healthy aging is an expectation of every elder, this course addresses the human potential possible as people all age. It considers the demographics of, attitudes toward, and politics surrounding the aging person. Students will study the biological, psychological, and social aspects of nursing the elders in our society, considering the diversity of situations that may be encountered. BSN Prerequisite: NUR100, NUR102, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300. Co-requisite: NUR337

NUR 320 HEALTH AND WELLNESS ASSESSMENT (4 credits /50 hrs)
This course will build upon the student's basic knowledge of patient assessment and physical examination. Content will focus on nursing assessment and interventions aimed at promoting health and wellness and individual risk reduction. Students will complete a health and wellness assessment of a child, an adult and an older adult and incorporate health promotion and disease prevention concepts as well as healthy behaviors. Students will explore the role of complementary and alternative therapies in health and wellness care.

NUR 325 IMPROVING QUALITY AND SAFETY IN NURSING   (4 credits /40 hrs)
Providing nursing care that leads to quality outcomes and is protective of patient safety are both essential to professional nursing practice. A major initiative within the healthcare industry is to improve patient Safety and reduce errors that impact patient outcomes. This course will focus on the processes and practices of quality assessment and continuous quality improvement in healthcare. Students will examine a variety of health indicators that reflect nursing accountabilities. Students will examine the issue of patient safety, risk appraisal, and medical error reduction. They will create a model safety or quality improvement initiative for a sample group of clients or nursing personnel. Prerequisite: None

NUR 337 POPULATION FOCUSED NURSING (6 credits /100 hrs)
Models of health promotion, health maintenance, education, disease prevention, and coordination of care for individuals, families, groups, and communities. Epidemiology, identification of populations at risk, exploring rural, suburban, and urban environments, and health evaluation in various community settings provide a foundation for meaningful experiential learning in the practicum. Through application of community and public health theory and principles, students will explore and implement the roles of the nurse as teacher, collaborator, advocate, investigator, researcher, and direct care provider. Prerequisite: None. BSN Prerequisites: NUR100, NUR102, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300; Co-requisite: NUR32

NUR 410 RESEARCH IN NURSING   (5 credits /50 hrs)
Generating, reading, evaluating, and using nursing research. Students study the systematic process of inquiry, using

established guidelines to produce unbiased and useful answers to questions about nursing practice. Research will be explored for its various constructs, including synthesis of existing findings into a rational approach to practice, describing phenomena that affect health, exploring solutions to current and emerging problems, and testing approaches to client care to determine their effectiveness. Students will also develop their own research questions and begin a research project. Prerequisite or Co-requisite: MTH 305

NUR 412 EVIDENCED-BASED PRAC RESEARCH METHODS
(5 credits /60 hrs)

Generating, reading, evaluating, and using nursing research. Students study the systematic process of inquiry, using established guidelines to produce unbiased and useful answers to questions about nursing practice. Research will be explored for its various constructs, including synthesis of existing findings into a rational approach to practice, describing phenomena that affect health, exploring solutions to current and emerging problems, and testing approaches to client care to determine their. Students will also develop their own research questions and begin a research project. BSN Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300, NUR314, NUR322, NUR337 Co-requisites: NUR314, NUR428

NUR 425 LEADERSHIP AND MANAGEMENT IN NURSING
(5 credits /40 hrs)

This course focuses on leadership and management principles that guide professional nursing across practice settings. Leadership theories and concepts are emphasized, including the identification of key organizational structures, mission statements, and developing organizational cultures. Students will examine professional communication and teamwork, collaboration and conflict resolution, delegation and supervision, resource management, workforce motivation, and managing and leading change. Core competencies for nurse leaders will be addressed. The course also introduces the integration of ethical and legal principles in nursing leadership roles. Prerequisite: None

NUR 428 LEADERSHIP AND THE BSN
(5 credits /70 hrs)

This course focuses on leadership and management principles that guide professional nursing across practice settings. Leadership theories and concepts are emphasized, including the identification of key organizational structures, mission statements, and developing organizational cultures. Students will examine professional communication and teamwork, collaboration and conflict resolution, delegation and supervision, resource management, workforce motivation, and managing and leading change. Core competencies for nurse leaders will be addressed. The course also introduces the integration of ethical and legal principles in nursing leadership roles. Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300, NUR314, NUR322, NUR337 Co-requisite: NUR314, NUR412

NUR 431 DISTASTER MANAGEMENT NURSING
(5 credits /60 hrs)

This course focuses on the preparation for, response to, and management of the array of natural and man-made disasters and/or emergencies that may occur at various levels of society. Students will examine the existing and proposed pre-planning measures, the need for well-coordinated responses by appropriate organizations, and the management of ongoing issues as disasters or emergencies evolve. The role of the nurse in a variety of situations, agencies, and levels of government will be explored. Students will have the opportunity to experience the work of the many agencies involved in disaster/emergency management. BSN Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300, NUR314, NUR322, NUR337. Co-Requisites: NUR316, NUR325

NUR 432 DISASTER MANAGEMENT AND NURSING
(5 credits /40 hrs)

This course focuses on the preparation for, response to, and management of the array of natural and man-made disasters and/or emergencies that may occur at various levels of society. Students will examine the existing and proposed pre-planning measures, the need for well-coordinated responses by appropriate organizations, and the management of ongoing issues as disasters or emergencies evolve. The role of the nurse in a variety of situations, agencies, and levels of government will be explored. Students will have the opportunity to experience the work of the many agencies involved in disaster / emergency management. Prerequisite: None

NUR 450 LEGAL AND ETHICAL ISSUES IN NURSING
(4 credits /40 hrs)

An exploration of the most significant legal and ethical issues and concerns related to the practice of nursing and the delivery of health care. Ethical theories and dilemmas are discussed and analyzed. The course addresses the sources of law as well as its current application in the health care arena. Standards of care, jurisdiction, and liability are considered as these apply to one's own practice. Emphasis is on negligence, the importance of timely and clear documentation in whatever form required, and managing risk in the health care organization. This course is designed to assist nurses in taking an active role within institutional settings regarding the resolution of legal and ethical issues that arise. Prerequisite: None

NUR 491 CRITICAL ISSUES
AND STRATEGIES IN NURSING   (5 credits /50 hrs)

This capstone courses focuses on the strategies that nurses can use in career development, understanding professional organizations that influence the individual and the profession, inter-professional relations, and health system issues. Historical perspectives on nursing, other health professions, and organizations are explored in terms of history's influence on current relationships. Nursing theory is explored as a method of explaining visions of reality that describe the complex process of nursing care. Political issues will be addressed in terms of their effect and influence on nursing and

health care. Prerequisite: Senior standing

NUR 495 CRITICAL STRATEGIES IN NURSING (8 credits /160 hrs)

This capstone courses focuses on the strategies that nurses can use in career development, understanding professional organizations that influence the individual and the profession, inter-professional relations, and health system issues. Historical perspectives on nursing, other health professions, and organizations are explored in terms of history's influence on current relationships. Nursing theory is explored as a method of explaining visions of reality that describe the complex process of nursing care. Political issues will be addressed in terms of their effect and influence on nursing and health care. Prerequisite: Senior standing. BSN Prerequisites: Satisfactory completion of all coursework except NUR450 Co-requisite: NUR450

PCN 201 TRANSITION INTO PROFESSIONAL NURSING PROFICIENCY (2.5 credits /50 hrs)

Students entering the Associate Degree Nursing with a verified unencumbered Practical Nurse Licensure earn 2.5 proficiency credits. These hours plus the NUR 199 will satisfy the NUR 201 requirement in the Associate Degree Nursing.

PNR 100 PRACTICAL NURSE MEDICAL-SURGICAL NURSING I (7 credits /110 hrs) (25 Outside hrs)

An introduction to basic nursing knowledge and skills that will guide the student through the nursing process as it pertains to the scope of practice and safe patient-centered care. Students will be taught competency-based skills utilizing specific body functions in which they will learn the application of evidenced-base practice. This course includes lab and clinical. Clinical will be conducted at long-term care facilities. Prerequisite: NUR 100, BIO 151

PNR 101 PRACTICAL NURSE MATERNAL-CHILD NURSING(5.5 credits /80 hrs) (20 outside hrs))

An introduction to maternal child nursing that focuses on evidenced-based practice as it relates to family/patient-centered care, the stages of pregnancy and neonatal to adolescent healthcare needs with emphasis on patient education. Presentation of Shaken Baby Syndrome is included. This course includes lab, simulation lab, and clinical. The clinical will be conducted at various agencies in which students can successfully complete their clinical learning objectives. The different stages of labor and care for the neonate will be provided through the simulation lab. Prerequisite: PNR 100

PNR 102 PRACTICAL NURSE PHARMACOLOGY (5 credits /70 hrs) (15 outside hrs)

This course introduces the concepts of pharmoco-therapeutics, and establishes a knowledge base that applies to safe patient-centered care in the practical nursing's scope of practice. The student will gain the necessary knowledge to lead toward the potential of intravenous certification. This course includes a lab. Prerequisite: PNR 100 Prerequisite or Co-requisite: PNR 101

PNR 103 PRACTICAL NURSE MEDICAL-SURGICAL NURSING II (8 credits /130 hrs) (30 outside hrs)

This course continues the process of basic nursing knowledge and skills that will progress the student through the nursing process as it pertains to the Practical nursing's scope of practice and safe patient-centered care. Students will be taught competency-based skills utilizing specific body functions in which they will learn the application of evidenced-based practice. Presentations regarding HIV and Domestic Violence will be covered. This course includes lab and clinical. Clinicals will be conducted at various health-care facilities. Prerequisite: NUR 100, PNR 101, PNR 102

PNR 104 PRACTICAL NURSE MEDICAL-SURGICAL NURSING ROLE TRANSITION (8 credits /160 hrs) (40 outside hrs)

A capstone course of clinical experience and direct patient-centered care including intravenous therapy. This experience consists of a minimum of 120 hours of clinical and must be completed within seven consecutive weeks during students' final quarter. Competency exam and comprehensive exam are required. A review of PN-NCLEX will be provided. Clinical will be at various clinical agencies. Prerequisite: Successful completion of all other courses in the program

PNR 110 INTRODUCTION TO HEALTH CARE (8 credits /140 hrs)

Instruction in entry-level nursing skills in basic care and assessment techniques, with emphasis on the adult and geriatric patient. The course includes a historical overview of nursing and an introduction to the health care system. NCLEX-PN preparation is provided. Prerequisite: None

PNR 120 HEALTH CARE AND ASSESSMENT (8 credits /140 hrs)

The role of the practical nurse in the nursing process, including care planning, health assessment techniques, and documentation. The course introduces health promotion, nutrition, electrolyte imbalance, and homeostasis mechanisms, as well as stroke, diabetes, and cardiac care. NCLEX-PN preparation is provided. Prerequisite: BIO 161, PNR 110

PNR 140 PHARMACOLOGY FOR THE PRACTICAL NURSE (4 credits /60 hrs)

A study of the safe delivery, dosage calculation, classification, routes, side effects, and contraindications of medications used to treat or prevent diseases in the practice of nursing. Prerequisite: BIO 162, MTH 115, PNR 120

PNR 200 MEDICAL-SURGICAL CARE (9 credits /170 hrs)

A study of the respiratory, skeletal, neuromuscular, and immune systems. NCLEX-PN preparation is provided. Prerequisite: BIO 162, MTH 115, PNR 120

PNR 205 PEDIATRIC NURSING (4 credits /60 hrs)

A study of common health alterations during childhood and adolescence, including related special care needs indicated by developmental status, with emphasis on the practical

nurse as the care provider. Prerequisite: PNR 140, PNR 200 Co-requisite: PNR 210

PNR 210 MATERNAL REPRODUCTION   (4 credits /60 hrs)
A study of labor, delivery, and postpartum care, including pregnancy and neonatal care within the family, with emphasis on nursing assessment and intervention for families experiencing a normal childbirth. Prerequisite or Co-requisite: PSY 101 Co-requisite: PNR 205

PNR 220 TRENDS AND ISSUES
WITH INTEGRATED PRACTICUM   (8 credits /160 hrs)
A capstone course including clinical experience in direct patient care. The clinical experience consists of a minimum of 120 hours and must be completed within seven consecutive weeks during the student's final quarter. Competency examination and demonstration are required. Prerequisite: Completion of all other PNR courses

POL 101 THE AMERICAN POLITICAL SYSTEM *
(4 credits /40 hrs)
An overview of the American national government and its various institutions. Topics covered include the Constitution, the legislative, executive and judicial branches, civil liberties, political parties and interest groups. The functions and relationship of state and local governments are also addressed. Prerequisite: None

PRD 200 PROFESSIONAL DEVELOPMENT
FOR THE MASSAGE THERAPIST   (2 credits /20 hrs)
Students develop strategies for networking and building a practice, make appropriate referrals, prepare a resume, participate in a job interview, and present themselves and their work in effective ways. In addition, students are introduced to the various professional organizations and to malpractice and liability insurance options. Prerequisite: Departmental approval

PSY 101 PRINCIPLES OF PSYCHOLOGY *(4 credits /40 hrs) (10 outside hrs)
An introduction to fundamental concepts in psychology. Topics include theoretical bases, perception, learning, motivation, personality, and the relationship of biology to psychological illness and treatment. Prerequisite: None

PSY 211 DEVELOPMENTAL PSYCHOLOGY *(4 credits /40 hrs)
An introduction to and survey of theories on the growth and development of the human being from conception to maturity and into old age. Topics include the special problems of the young child, emotional and social adjustment of the adolescent and young adult, marriage and the family, and issues unique to the elderly. Prerequisite: PSY 101

PSY 230 ABNORMAL PSYCHOLOGY *   (4 credits /40 hrs)
A study of behavior disorders to lead to an understanding of prevention, diagnosis, and treatment implemented in psychopathological entities. The symptom etiology of established mental illness classifications is examined to foster a clear understanding of the complexity of the evolution and reversal of abnormal behaviors. Prerequisite:

PSY 101 or equivalent

SOC 101 PRINCIPLES OF SOCIOLOGY *   (4 credits /40 hrs)
An introduction to basic sociological concepts and the principles and methods employed in the scientific study of human societies. Topics include the socialization of individuals and groups, social stratification, social organization, deviant behavior, and the influences leading to social change. Prerequisite: None

SOC 105 INTERPERSONAL COMMUNICATION *
(4 credits /40 hrs)
An examination of the practices and principles of interpersonal communication. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Prerequisite: None

SOC 300 DIVERSITY IN SOCIETY   (4 credits /40 hrs)
This course is designed to provide students with the knowledge, skills and behaviors needed to demonstrate culturally sensitive competence in today's diverse global environment. Emphasis will be placed on the role of gender, race, ethnicity, religion, and economics on behavior of individuals and groups. The goal of the course is to provide students with an appreciation of human diversity and to work effectively with groups and individuals in an increasingly diverse environment. Prerequisite: None

* General Education course

GOVERNANCE, CAMPUS ADMINISTRATIONS, AND STAFF

GOVERNANCE

Beckfield College, LLC, is a limited liability company owned by Quad Partners, 570 Lexington Avenue, 36th Floor, New York, NY 10022. Beckfield College, LLC, is governed by the following Board of Managers:

Chief Executive Officer	Diane G. Wolfer
Vice President, Secretary, and Treasurer	Lincoln E. Frank
Members	Matthew W. Brown, Basil Katsamakis

CORPORATE OFFICERS

Chief Executive Officer and CFO	Diane G. Wolfer
Vice President, Education, Compliance and Accreditation	Lee D. Foley
Vice President, Information Technology	Charles Wilson
Administrative & HR Coordinator	Kasee Morgan
Controller	Joe Kuess
Corporate Director, Student Financial Services	Jeff Huber
Corporate Registrar	Jocelyn Roy

FLORENCE CAMPUS ADMINISTRATION AND STAFF

Diane Wolfer
President & CEO
Lee D. Foley
Vice President, Education and Compliance/Accreditation

Dean, Nursing (RN)	Deborah Smith-Clay, PhD
Dean, Nursing (PN)	Patty Katz, RN, BSN
Business Manager	Ed Villaverde, BA
Dean, Allied Health	Kate Behan, MS
Dean, Business and Technology	Erica Okere, DBA
Dean, Criminal Justice	Brandy Exeler, MS
Dean, General Education	Mindy Hodge, BA, MA
Director of Admissions	Jeff Baker
Director, Career Services	Karen Sheldon, MA
Director, Library Services	Gayle Ecabert, MLS, JD
Director, Student Services	Brandy Exeler, MS
Director, Student Financial Services	Jeff Huber
Facilities Supervisor	Danny Thomas
Learning Assistance Center Coordinator	Laura Laws
Nursing Relations Manager	Johannah Smith, RN, BSN, MSN
Online Coordinator	Mindy Hodge, BA, MA

FULL-TIME INSTRUCTIONAL STAFF

All Beckfield College faculty have been determined to be qualified by their academic and professional credentials to teach the courses assigned to them. Most of the College's faculty are adjunct (part-time) instructors. Many of these, in addition to their academic qualifications, are currently working or have worked in a profession or academic discipline directly related to the courses assigned to them. All faculty are assigned to courses according to their availability and the availability of courses that they are qualified to teach. A current list of adjunct faculty is available each quarter in the Catalog Addendum.

HEALTHCARE AND WELLNESS

Kate Behan   Florence
MS, Human Anatomy & Physiology Instruction, New York Chiropractic College
BLA, Human Occupation Studies, Xavier Univeristy
AAS, Integrative Medical Massage Therapy

Kathy Cloud   Florence
BBA, Thomas More College
AAHA, Health Administration, Brown Mackie
Diploma, Medical Assisting, Northern Kentucky Occupational Center

BUSINESS AND TECHNOLOGY

Erica Okere, DBA   Florence
DBA, Business Administration, Argosy University
MBA, University of Phoenix
BS, Organizational Management, Wilberforce University

GENERAL EDUCATION

Melinda M. Hodge, General Education & Mathematics   Florence
MA, Education, Northern Kentucky University
BA, Education, University of Kentucky

Karen Guenthner   Florence
D.C., Chiropractic, National College of Chiropractic
MS, Health Services Administration, Xavier University

Rodney Umstead   Florence
MS, Biology, Morehead
BS, Biology, Morehead
AA, Liberal Arts, Mercyhurst Northeast College

CRIMINAL JUSTICE

Brandy R. Exeler, MS   Florence
MS, Criminal Justice, South University
BA, Justice Studies, Northern Kentucky University

NURSING

Deborah Smith-Clay, RN, MSN, Ph.D.   Florence
Ph.D., Organizational Management Northcentral University
MS, Nursing, University of Central Arkansas
BS, Nursing, University of Central Arkansas

Patty Katz, RN, BSN   Florence
BS, Nursing, Mt. St. Joseph University
AAS, Nursing, Raymond Walters College

Cheri Fay, RN, BSN   Florence
AAS, Nursing, Maysville Community & Technical College
BSN, Beckfield College

Laura Rider, RN   Florence
MSN, Kaplan University
BSN, Bellarmine University

April Lang, RN, BSN, MSN   Florence
MSN, University of Cincinnati
BSN, Northern Kentucky University
BS, University of Evansville

Nancy Ritzenthaler, RN, BSN
BSN, Northern Kentucky University   Florence
AAS, Nursing, Bethesda Hospital School of Nursing

Shana Oakley   Florence
AAS, Nursing, Midway University

Bonnie Ormes
BSN, Northern Kentucky University   Florence
AAS, Nursing, Beckfield College

Nicholas Thomas
BSN, Western Governors University   Florence
AAS, Nursing, Beckfield College

ALL ENTITIES CONTROLLED BY BECKFIELD COLLEGE, LLC.

Beckfield College, LLC, 16 Spiral Drive, Florence, KY, 41042, owns and manages the schools listed below.

The following campuses are accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Accrediting Bureau of Health Education Schools (ABHES) is recognized by the U.S. Department of Education.

Beckfield College – Florence   {KY, IN}
(Main Campus)
16 Spiral Drive, Florence, KY 41042
(859) 371-9393
(859) 371-5096 (fax)

Beckfield College – Online   {KY}
16 Spiral Drive, Florence, KY 41042
(859) 371-9393
(859) 371-5096 (fax)

The following learning academies are not accredited to award college credit for their courses:

Larock Healthcare Academy – Columbus   {OH}
3260 West Henderson Road, Suite 020
Columbus, OH 43220
614-733-9542   OH Reg# 13-05-2018T

Larock Healthcare Academy – Parma Heights   {OH}
6500 Pearl Rd. Suite 102
Parma Heights, OH 44130
330-732-5422   OH Reg# 13-05-2019T

Larock Healthcare Academy – Canton   {OH}
4960 Higbee Ave., N.W., Suite 200,
Canton, OH 44718   OH Reg# 13-05-2022T
330-818-7244

{KY} = campus is licensed by the Kentucky Council on Post-Secondary Education
{OH} = campus is registered and approved by the Ohio State Board of Career College and Schools
{IN} = campus is authorized by the Indiana Board for Proprietary Education

CATALOG CERTIFICATION

The information in this Catalog has been determined to be correct and accurate as of the date of its publication and becomes effective immediately upon publication.

Where information applies to only one campus of the College, this has been indicated. Students are subject to the policies and procedures of the campus at which they are enrolled and are expected to read and understand the information published in this Catalog and its addenda.

No information found in other publications or obtained by other means should be interpreted in contradiction to the information published in this Catalog, including any of its addenda. In the event of any conflict between this Catalog and other sources of information, the Catalog will prevail. All interpretations of the material within are at the discretion of the College, not the reader.

I certify that the information contained in this publication is true and correct in content and policy.

Signature:

Diane G. Wolfer, President