

BROWN MACKIE COLLEGE – ALBUQUERQUE

10500 Copper Ave, NE
Albuquerque, NM 87123
(877) 271-3488

Brown Mackie College – Albuquerque is accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor's degrees, associate's degrees and diplomas.

Bulletin to 2009-2010 Academic Catalog

This Bulletin is an integral part of the College's Academic Catalog.
The information published herein becomes effective July 5, 2011.

ADMINISTRATION

President.....	Eric Rudie
Dean of Academic Affairs.	James A. Cheslek
Sr. Director of Admissions	Steven Simpson
Student Accounting Supervisor	Esther Salas
Registrar	Tonya Rhinehart
Sr. Student Financial Advisor.....	Emily McKenzie
Librarian.....	Mark Harrison

FACULTY

Department Chairpersons

Veterinary Technology Department Chair:	Jill Ring, DVM DVM, University of Florida BA, Florida Atlantic University BA, West Virginia University AAS, S.U.N.Y.
Surgical Technology Department Chair:	Devonne Douglas, CST Triton College
General Education Department Chair:	Sandra Collins MBA, University of Phoenix BA, University of California
Occupational Therapy Assistant Dept Chair:	Mary Schmidt, OTR/L BA, College of St. Catherine's
Allied Health Department Chair:	Mine Seniye, PhD PhD, University of New Mexico MS, University of Baltimore BA, University of Baltimore AA, Essex Community College
Pharmacy Technology Dept. Chair	Taca Campbell MBA, Webster University BS, Univ. of Phoenix

Full-Time Instructors

Information Technology

Mike Carlyle
MA, Webster, Iniv.
BS, Southern Illinois Univ.

Architectural Design:

Rudy Lovato
BS, Kaplan University
AAS, ITT Tech

Business Management

Greg Nielsen
MS, Cardinal Stritch University
BA, University of Wisconsin

Clinical Coordinators

Veterinary Technology

Rebecca Weatherford, RVT
AAS-VT, Bel-Rae Institute of Animal Technology

OTA

Kristina Sampsel, MOTR/L
MA-OT, University of New Mexico
BA, University of Toledo

Surgical Technology

Itege Kaya Gebre Sellassie, CST
CST, National School of Health Technology

Tuition and Fees

Tuition_____ \$295.00 ** per credit hour. Applies to costs of instruction.

General Fee ___\$ 20.00 per credit hour. Applies to costs of institutional activities and services.

Transcript Fee ___\$5.00 per copy. Applies to costs of printing and certifying official transcripts.
Request should be submitted to the Office of the Registrar.

Estimated textbooks and other instructional materials_____ Costs will vary by program.

**** Tuition for all courses in the Surgical Technology program is \$310.00 per credit hour as assessed by the academic quarter for all students.**

Tuition for all courses in the Occupational Therapy Assistant program is \$325.00 per credit hour as assessed by the academic quarter for all students.

Tuition and Fees (Effective October 3, 2011)

Tuition_____ \$304.00 ** per credit hour. Applies to costs of instruction.

General Fee _____\$20.00 per credit hour. Applies to costs of institutional activities and services.

Transcript Fee ___\$5.00 per copy. Applies to costs of printing and certifying official transcripts.
Request should be submitted to the Office of the Registrar.

Estimated textbooks and other instructional materials_____ Costs will vary by program.

**** Tuition for all courses in the Surgical Technology program is \$319.00 per credit hour as assessed by the academic quarter for all students.**

Tuition for all courses in the Occupational Therapy Assistant program is \$335.00 per credit hour as assessed by the academic quarter for all students.

Since tuition is charged per credit hour, the length of the program determines total cost. Tuition is due on the first day of class.

Other Fees:

Returned Check Charge \$10.00

*General fees include, but are not limited to orientation, cap and gowns, graduation, special events, student services, equipment, software, and computer use.

A payment plan may be arranged at the time of enrollment. Monthly payments are due as agreed on the payment schedule of the student's installment note. Payments may be made by money order, check, VISA, MasterCard, Discover Card or cash. If payment is not made on the due date, the student may be suspended from class until the payment is made. No grade reports, transcripts, certificates, or degrees will be issued to a student with a past due account.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Course Sequence with Prerequisites (July 2010)

Course #	Credit Hours	Course Name	Prerequisites
CF 1100	4	Professional Development	None
MC 1150	4	Introduction to Microcomputer Applications	None
EN 1101	4	Composition I	EN 0955 or placement through initial assessment
EN 1102	4	Composition II	EN 1101
EN 2000	4	Introduction to Literature	None
CM 1200	4	Effective Public Speaking	None
MT 1800	4	College Algebra	MT 0955 or placement through initial assessment
PS 1200	4	Principles of Psychology	None
SO 1200	4	Principles of Sociology	None
BI 1361	4	Anatomy and Physiology	None
ME 1110	4	Medical Terminology	None
OT 1010	4	Introduction to Occupational Therapy	Departmental approval
OT 1115	4	Therapeutic Media	OT 1010
OT 1215	4	Functional Anatomy I	OT 1115
OT 1315	4	Functional Anatomy II	OT 1215
OT 2110	3	Intervention in Mental Health	OT 1315
OT 2115	1	Level I Fieldwork	OT 2110
OT 2200	4	Intervention in Pediatrics and Adolescents	OT 2115
OT 2350	4	Intervention in Physical Rehabilitation	OT 2200
OT 2360	4	Intervention in Neurological Rehabilitation	OT 2200
OT 2470	4	Intervention in Geriatrics	OT 2350 and OT 2360
OT 2990A	5	Level II Fieldwork	Completion of all program coursework except OT 2990B, OT 2991A and OT 2991B
OT 2990B	5	Level II Fieldwork	OT 2990A
OT 2991A	5	Level II Fieldwork	OT 2990A and OT 2990B
OT 2991B	5	Level II Fieldwork	OT 2991A

OT 2990A, OT 2990B, OT 2991A and OT 2991B must all be completed within 18 months of all other program coursework.

CORRECTIONS, OMISSIONS, ADDITIONS

ACADEMIC CALENDAR: 2011

Winter Quarterly Recess – December 24, 2010 – December 31, 2010

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 3
	Classes Begin	Tuesday	January 4
	Martin Luther King, Jr. Day Recess	Monday	January 17
	Final Examinations		Week of January 23
	Classes End	Saturday	January 29
February	New Student Orientation		Week of January 23
	Classes Begin	Monday	January 31
	President's Day Observed	Friday	February 18
	Final Examinations		Week of February 20
	Classes End	Saturday	February 26
March	New Student Orientation		Week of February 20
	Classes Begin	Monday	February 28
	Final Examinations		Week of March 20
	Classes End	Saturday	March 26

Spring Quarterly Recess - March 28, 2011 – April 1, 2011

SPRING QUARTER

April	New Student Orientation		Week of March 27
	Classes Begin	Monday	April 4
	Good Friday Recess	Friday	April 22
	Final Examinations		Week of April 24
	Classes End	Saturday	April 30
May	New Student Orientation		Week of April 24
	Classes Begin	Monday	May 2
	Final Examinations		Week of May 22
	Classes End	Saturday	May 28
June	New Student Orientation		Week of May 22
	Memorial Day Recess	Monday	May 30
	Classes Begin	Tuesday	May 31
	Final Examinations		Week of June 19
	Classes End	Saturday	June 25

Summer Quarterly Recess – June 27, 2011– July 1, 2011

SUMMER QUARTER

July	New Student Orientation		Week of June 26
	Fourth of July Recess	Monday	July 4
	Classes Begin	Tuesday	July 5
	Final Examinations		Week of July 24
	Classes End	Saturday	July 30
August	New Student Orientation		Week of July 24
	Classes Begin	Monday	August 1
	Final Examinations		Week of August 21
	Classes End	Saturday	August 27

September	New Student Orientation		Week of August 21
	Classes Begin	Monday	August 29
	Labor Day Recess	Monday	September 5
	Final Examinations		Week of September 18
	Classes End	Saturday	September 24

Fall Quarterly Recess – September 26, 2011 – September 30, 2011

FALL QUARTER

October	New Student Orientation		Week of September 25
	Classes Begin	Monday	October 3
	Final Examinations		Week of October 23
	Classes End	Saturday	October 29

November	New Student Orientation		Week of October 23
	Classes Begin	Monday	October 31
	Final Examinations		Week of November 20
	Classes End	Wednesday	November 23

December	New Student Orientation		Week of November 20
	Classes Begin	Monday	November 28
	Final Examinations		Week of December 18
	Classes End	Friday	December 23

Winter Quarterly Recess – December 26, 2011 – December 30, 2011

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

ACADEMIC CALENDAR: 2012

Winter Quarterly Recess – December 26, 2011 – January 2, 2012

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 2
	Classes Begin	Tuesday	January 3
	Martin Luther King, Jr. Day Recess	Monday	January 16
	Final Examinations		Week of January 22
	Classes End	Saturday	January 28
	February	New Student Orientation	
Classes Begin		Monday	January 30
President's Day Recess		Friday	February 17
Final Examinations			Week of February 19
Classes End		Saturday	February 25
March	New Student Orientation		Week of February 19
	Classes Begin	Monday	February 27
	Final Examinations		Week of March 19
	Classes End	Saturday	March 24

Spring Quarterly Recess - March 26, 2012 – March 30, 2012

SPRING QUARTER

April	New Student Orientation		Week of March 25
	Classes Begin	Monday	April 2
	Good Friday Recess	Friday	April 6
	Final Examinations		Week of April 22
	Classes End	Saturday	April 28
May	New Student Orientation		Week of April 22
	Classes Begin	Monday	April 30
	Final Examinations		Week of May 20
	Classes End	Saturday	May 26
June	New Student Orientation		Week of May 20
	Memorial Day Recess	Monday	May 28
	Classes Begin	Tuesday	May 29
	Final Examinations		Week of June 17
	Classes End	Saturday	June 23

Summer Quarterly Recess – June 25, 2012– June 29, 2012

SUMMER QUARTER

July	New Student Orientation		Week of June 24
	Classes Begin	Monday	July 2
	Fourth of July Recess	Wednesday	July 4
	Final Examinations		Week of July 22
	Classes End	Saturday	July 28
August	New Student Orientation		Week of July 22
	Classes Begin	Monday	July 30
	Final Examinations		Week of August 19
	Classes End	Saturday	August 25
September	New Student Orientation		Week of August 19
	Classes Begin	Monday	August 27
	Labor Day Recess	Monday	September 3
	Final Examinations		Week of September 16
	Classes End	Saturday	September 22

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

FALL QUARTER

October	New Student Orientation		Week of September 23
	Classes Begin	Monday	October 1
	Final Examinations		Week of October 21
	Classes End	Saturday	October 27
November	New Student Orientation		Week of October 21
	Classes Begin	Monday	October 29
	Final Examinations		Week of November 18
	Classes End	Wednesday	November 21
December	New Student Orientation		Week of November 18
	Classes Begin	Monday	November 26
	Final Examinations		Week of December 16
	Classes End	Saturday	December 22

Winter Quarterly Recess – December 24, 2012 – January 4, 2013

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

Page 9 – OWNERSHIP should read as follows:

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

ACCREDITATION AND AFFILIATIONS – Page 10 should read as:

Programmatic Accreditation

The Occupational Therapy Assistant program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is 301-652-AOTA.

Page 11 - Transferability of College Credits (additional language added to existing policy)

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

Page 13 - Residency Requirement should read as follows:

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

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

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

Page 16 - ACADEMIC INFORMATION should read as follows:

The Associate of Applied Science is awarded in:

Occupational Therapy Assistant

Certification and Licensure

Criminal Background

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

Occupational Therapy Assistant

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

National Board for Certification in Occupational Therapy, Inc.
800 South Frederick Avenue, Suite 200
Gaithersburg, MD 20877-4150
Telephone: 301-990-7979
Fax: 301-869-8492
www.nbcot.org

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

Board of Examiners for Occupational Therapy
2550 Cerrillos Road
Santa Fe, NM 87505
(505) 476-4940
(505) 476-4645 Fax
occupationaltherapy@state.nm.us

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

Associate of Applied Science: OCCUPATIONAL THERAPY ASSISTANT

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

Concentration	76 Quarter Credit Hours
BI 1361 Anatomy and Physiology	4
CF 1100 Professional Development	4
MC 1150 Introduction to Microcomputer Applications.....	4
ME 1110 Medical Terminology.....	4
MT 1800 College Algebra	4
OT 1010 Introduction to Occupational Therapy	4
OT 1115 Therapeutic Media	4
OT 1215 Functional Anatomy I	4
OT 1315 Functional Anatomy II.....	4
OT 2110 Intervention in Mental Health.....	3
OT 2115 Level I Fieldwork	1
OT 2200 Intervention in Pediatrics and Adolescents.....	4
OT 2350 Intervention in Physical Rehabilitation.....	4
OT 2360 Intervention in Neurological Rehabilitation.....	4
OT 2470 Intervention in Geriatrics	4
OT 2990A Level II Fieldwork	5
OT 2990B Level II Fieldwork	5
OT 2991A Level II Fieldwork	5
OT 2991B Level II Fieldwork	5
Core Curriculum	24 Quarter Credit Hours
CM 1200 Effective Public Speaking*	4
EN 1101 Composition I*.....	4
EN 1102 Composition II*	4
EN 2000 Introduction to Literature*	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	100

* Indicates a general education course.

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Associate of Science: SURGICAL TECHNOLOGY (replaces page 34)

The associate's degree program in Surgical Technology is designed to provide students with the required knowledge base and technical skills required to obtain entry-level employment in the field of Surgical Technology. To achieve this goal, the surgical technology curriculum provides students in general and specialty surgical procedures, principles of anesthesia, anatomy and physiology, medical terminology and surgical technology techniques. Additional course work in general education assists the graduates in growing professionally and in developing the ability to assume leadership roles.**

Graduates of the program will be able to:

- Possess the natural science background informing the study of an allied health program.
- Demonstrate the application of the didactic knowledge in the operating room environment.
- Exhibit the incorporation of relationship building skills with acquired technical skills needed in the surgical environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	48 Quarter Credit Hours
MD 1010 Surgical Technology Techniques.....	4
MD 1020 Specialty Surgical Procedures.....	4
MD 1030 Surgical Procedures I.....	4
MD 1040 Surgical Procedures II.....	4
MD 1055 Surgical Externship I.....	4
MD 1065 Surgical Externship II.....	4
MD 1075 Surgical Externship III.....	4
MD 1085 Surgical Externship IV.....	4
MD 1301 Pharmacy for the Surgical Technologist.....	4
MD 1855 Clinical Procedures for the Surgical Technologist.....	4
MD 2020 Advanced Specialty Surgical Techniques.....	4
ME 1352 Anatomy and Physiology II.....	4
Core Curriculum	48 Quarter Credit Hours
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking*.....	4
CM 2500 Medical Ethics.....	4
EN 1101 Composition I*.....	4
EN 1102 Composition II*.....	4
EN 2000 Introduction to Literature*.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
ME 1110 Medical Terminology.....	4
ME 1351 Anatomy and Physiology I*.....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*.....	4
Total quarter credit hours required	96

* Indicates a general education course

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

Associate of Applied Science: VETERINARY TECHNOLOGY (replaces page 35)

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

Graduates of the program will be able to:

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

Concentration	48 Quarter Credit Hours
VT 1100 Small Animal Medicine I.....	4
VT 1200 Veterinary Lab Procedures I.....	4
VT 1220 Veterinary Lab Procedures II.....	4
VT 1400 Pharmacology	4
VT 2000 Small Animal Medicine II.....	4
VT 2100 Laboratory & Exotic Animals.....	4
VT 2200 Veterinary Imaging	4
VT 2300 Large Animal Medicine	4
VT 2400 Anesthesia & Surgical Assistance.....	4
VT 2900A Veterinary Externship	4
VT 2900B Veterinary Externship	4
VT 2900C Veterinary Externship	4

Core Curriculum	48 Quarter Credit Hours
BI 2215 Introduction to Biological Chemistry *	4
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking*	4
EN 1101 Composition I*.....	4
EN 1102 Composition II*	4
EN 2000 Introduction to Literature*	4
MC 1150 Introduction to Microcomputer Applications.....	4
MT 1800 College Algebra *	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*	4
VT 1000 Introduction to Veterinary Technology.....	4
VT 1361 Anatomy and Physiology	4

Total quarter credit hours required 96

**Indicates a general education course*

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

Page 19 - Bachelor of Science: CRIMINAL JUSTICE

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

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

Graduates of the program will be able to:

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

Page 23 - Bachelor of Science: LEGAL STUDIES

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

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

Graduates of the program will be able to:

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

Page 28 - Associate of Science: CRIMINAL JUSTICE

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

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

Graduates of the program will be able to:

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

Page 33 - Associate of Science: PARALEGAL

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

Graduates of the program will be able to:

- Demonstrate an understanding of the American legal system and the role of the paralegal.
- Create and carry out a legal research plan using both print and electronic sources of law.
- Analyze and categorize key facts in a given situation to yield a logical conclusion.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Page 38 – Diploma: CRIMINAL JUSTICE

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

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

Page 40 - Diploma: PARALEGAL ASSISTANT

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

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

Graduates of the program will be able to:

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

COURSE DESCRIPTIONS – Page 41 should read as follows:

BI 2100 Elements of Microbiology (4 quarter credit hours)

Survey of microorganisms in terms of physiology, biochemistry, genetics, and diversity with emphasis placed on prokaryotes and eukaryotes causing human diseases. Methods of their control including physical, mechanical, chemical chemotherapeutic and role of the immune system are discussed.

Prerequisite: MT 1650, MT 1700 or MT 1800

BI 2215 Introduction to Biological Chemistry (4 quarter credit hours)

Basic principles of inorganic chemistry, organic chemistry, and biochemistry necessary for study of human physiology will be covered. Physiological applications of the chemical processes of cellular transport, communication, and metabolism are emphasized. Laboratory includes use of metric system, basic chemistry techniques, and physiological applications.

Prerequisite: MT 1800

EN 1101 Composition I* (4 quarter credit hours)

Prerequisites: should read SSE050 or placement through initial academic assessment

MD 1301 Pharmacy for the Surgical Technologist (4 quarter credit hours)

This course is designed to introduce the Surgical Technology student to pharmacological abbreviations and terminology, types of anesthesia, weights and measures, drug origins, and methods of administration and drug handling techniques. This course will also give a review of basic math skills and the framework for the pharmacologic principles and apply the information to surgical situations. During this course, an overview of fundamentals of pharmacy practice with respect to safe and accurate preparation and distribution of sterile and nonsterile medications. Students learn the Surgical Technologists role in drug preparation, drug packaging, drug administration, drug labeling and classifications in scheduled and emergency situations.

Prerequisites: MT 1800

MD 1855 Clinical Procedures for the Surgical Technologist (4 quarter credit hours)

This course provides a detailed study of the principles of asepsis and sterile technique and will be coordinated with laboratory practice and check-offs. It will introduce the student to the history of sterilization, basic terminology, pathogens and infections, surgical conscience, sterilization of instrumentation, and wrapping for sterilization. Emphasis will be placed on the surgical hand scrub, surgical preparation of the skin, and circulating technologists. Basic instrumentation, suture identification and classification, sponges, dressings, drains, catheters, and counts are also included in this course. This course will also introduce the student to surgical hand washing, scrubbing, gowning and gloving, and prepare the student for draping patients and handling of instrumentation.

Prerequisites: ME 1110, ME 1352

MD 2020 Advanced Specialty Surgical Techniques (4 quarter credit hours)

This course will provide the student with the fundamental concepts of surgical technology. It will explore the concepts of surgical asepsis, case preparation, and instrumentation. This course is an extension of MD 1020.

Prerequisites: MD 1020, MD 1040

MT 1650 Medical Math and Calculations (4 quarter credit hours)

Prerequisites: should read SSE 0070 or placement through initial academic assessment

MT 1770 College Mathematics (4 quarter credit hours)

Prerequisites: should read SSE 0070 or placement through initial academic assessment

MT 1800 College Algebra* (4 quarter credit hours)

Prerequisites: should read SSE 0070 or placement through initial academic assessment

OT 1010 Introduction to Occupational Therapy (4 quarter credit hours)

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

Prerequisites: Departmental approval

OT 1115 Therapeutic Media (4 quarter credit hours)

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

Prerequisites: OT 1010

OT 1215 Functional Anatomy I (4 quarter credit hours)

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

Prerequisites: OT 1115

OT 1315 Functional Anatomy II (4 quarter credit hours)

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

Prerequisites: OT 1215

OT 2110 Intervention in Mental Health (3 quarter credit hours)

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of psychosocial disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. The course covers the affective and personality disorders, as seen by the occupational therapy practitioner. Students are expected to identify and describe the course and progression of psychiatric conditions throughout the lifespan. Laboratory assignments require the student to demonstrate concepts and techniques used in interventions. Students will demonstrate role appropriate collaboration with the occupational therapist in providing services from assessment to discharge.

Prerequisites: OT 1315

OT 2115 Level I Fieldwork *(1 quarter credit hour)*

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

Prerequisites: OT 2110

OT 2200 Intervention in Pediatrics and Adolescents *(4 quarter credit hour)*

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

Prerequisites: OT 2115

OT 2350 Intervention in Physical Rehabilitation *(4 quarter credit hours)*

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of conditions commonly treated in physical rehabilitation and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. The course is designed to provide the clinical knowledge and skills required to provide intervention to a variety of physical dysfunctions for diseases and disorders of the physical body systems. The principles of promoting health and independence throughout the lifespan by way of adaptation and emphasize the basic skills in the management of physical needs of the individual are also included. Students will determine adaptations in the areas of basic activities of daily living, instrumental activities of daily living, adaptive equipment, and splinting for hand injuries, in collaboration with an occupational therapist. Fine and gross motor assessment procedures will be discussed. Students are also required to provide documentation for the provision of services under simulated conditions. The lab sessions provide the student with an opportunity to practice increasingly complex treatment strategies in simulated conditions.

Prerequisites: OT 2200

OT 2360 Intervention in Neurological Rehabilitation *(4 quarter credit hours)*

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of neurological disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions in simulated experiences.

Prerequisites: OT 2200

OT 2470 Intervention in Geriatrics *(4 quarter credit hours)*

This course is designed to introduce the student to the etiology, symptoms, prognosis, and treatment of common geriatric disorders and their impact on occupational performance areas and components. Frames of reference, intervention theories, and techniques are discussed. Laboratory sessions emphasize the application of theory to treatment techniques for specific conditions. This course provides the student with a greater depth of understanding of the disabilities that affect the older adult and geriatric population, with emphasis upon assessment, treatment and remediation of those disabilities and the effects of aging. The role of the occupational therapy assistant in treatment with focus on the techniques used to modify daily functional activities through environmental assessments and modification, transfer training and the use of assistive technology are included.

Prerequisites: OT 2350 and OT 2360

OT 2990A Level II Fieldwork (5 quarter credit hours)

This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. OT 2990A and OT 2990B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end OT 2990A with a midterm grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to OT 2990B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations.

Prerequisites: Completion of all program coursework except Level II Fieldwork

OT 2990B Level II Fieldwork (5 quarter credit hours)

OT 2990B is a continuation of OT 2990A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end OT 2990B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of OT 2990B, as defined by the FPE, the student will be required to repeat both OT 2990A and OT2990B.

Prerequisites: Completion of OT 2990A.

OT 2991A Level II Fieldwork (5 quarter credit hours)

This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to begin direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. OT 2991A and OT 2991B will run consecutively to attain the minimum hours required at a fieldwork site. A student will be assessed at the end OT 2991A with a midterm grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a score of NP as defined by the Fieldwork Performance Evaluation, the student may advance to OT 2991B with an advisement that the student is not making progress to mastering the competencies for the course at mid-point and advisement on how to meet course expectations.

Prerequisites: OT 2990A and OT 2990B

OT 2991B Level II Fieldwork (5 quarter credit hours)

OT 2991B is a continuation of OT 2991A. This course represents 4 of 16 weeks of Level II Fieldwork experience. The student will average 37.5 hours minimum a week at a fieldwork site. By the end of the course, the student must complete a minimum of 150 hours per course. The clinical instructor arranges for the student to continue direct treatment of psychosocial and physical dysfunction. Students carry out clinical techniques learned in the lecture and laboratory portion of the curriculum. The clinical instructor teaches and directly supervises any techniques. This fieldwork must be completed during the day from approximately 7:00 a.m. to 8:00 p.m. or as required by the cooperating facility. A student will be assessed at the end OT 2991B with a final grade of P or NP as defined by the Fieldwork Performance Evaluation (FPE). If the student receives a grade of NP at the end of OT 2991B, as defined by the FPE, the student will be required to repeat both OT 2991A and OT2991B.

Prerequisites: OT 2991A

SSC 0050 Fundamentals of English (4 quarter credit hours)

A review of mathematical concepts designed to develop skills in basic applications. The course focuses on computation and conversion involving whole numbers, fractions, decimals, and square roots.

Prerequisites: None

SSC 0070 Fundamentals of Math (4 quarter credit hours)

A review of mathematical concepts designed to develop skills in basic applications. The course focuses on computation and conversion involving whole numbers, fractions, decimals, and square roots.

Prerequisites: None

VT 1000 Introduction to Veterinary Technology (4 quarter credit hours)

This course provides an introduction to the roles and responsibilities of the veterinary technician and clinical competencies needed to perform front office procedures and basic nursing skills. Instruction includes veterinary ethics and law, animal safety, front office procedures, client relations, animal behavior, human-animal bond, physical exams, recordkeeping, grooming care, and drug administration.

Prerequisites: BI 2215

VT 1200 Veterinary Lab Procedures I (4 quarter credit hours)

This course provides an introduction to laboratory concepts and procedures commonly experienced in the veterinary clinical setting. Instruction includes laboratory safety, quality control, specimen collection and handling, basic clinical chemistry, serology, cytology, and urinalysis.

Prerequisites: VT 1000

VT 1220 Veterinary Lab Procedures II (4 quarter credit hours)

This course is designed to provide the knowledge and skills necessary to perform parasitic and microbiological laboratory procedures on small and large animals. Instruction includes an overview of the identification, life cycle, symptoms, diagnostic methods, treatment and control of internal and external parasites. An introduction to the characteristics, classification, pathology, and culturing of bacteria and fungus is also provided.

Prerequisites: VT 1200

VT 1230 Veterinary Lab Procedures III – is no longer offered

VT 2100 Laboratory & Exotic Animals (4 quarter credit hours)

This course provides the knowledge and skills necessary to provide basic care to laboratory animals, birds, and reptiles. Topics include breed recognition, restraint, basic husbandry, reproduction, diseases, and veterinary procedures associated with these animals. Students will learn aspects of animal research as well as general veterinary medicine.

Prerequisites: VT 1100, VT 1220

VT 2300 Large Animal Medicine (4 quarter credit hours)

This course provides an overview of management, diseases, veterinary care, and nursing skills associated with production animals and horses. Instruction includes breed identification, nutrition, diseases, herd health management, reproduction, production practices, restraint, nursing skills, and lab work associated with each breed.

Prerequisites: VT 1220, VT 1361, VT 2200

VT 2400 Anesthesia & Surgical Assistance (4 quarter credit hours)

This course provides the knowledge and skills necessary to administer and monitor the effects of various pre-anesthetic and anesthetic agents commonly used in a small and large animal clinical setting and assist in routine surgical procedures. Instruction includes basic properties and actions of various types of anesthetic agents and protocols, drug administration techniques, recognition of anesthetic emergencies, surgical prep, and assistance for routine surgeries using aseptic technique, pre and postoperative care, and maintenance of the operating room and surgical supplies.

Prerequisites: VT 1400, VT 2000

VT 2900A Veterinary Externship (4 quarter credit hours)

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

Prerequisites: Completion of all course requirements or departmental approval

VT 2900B Veterinary Externship (4 quarter credit hours)

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

Prerequisites: VT 2900A

VT 2900C Veterinary Externship (4 quarter credit hours)

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

Prerequisites: VT 2900B

Page 67 - Repeated Courses should read as follows:

A student must repeat and pass all courses failed or dropped. A course must be successfully completed as the program defines Course Passed within three attempts, or the student is subject to dismissal from the college. Courses failed must be repeated at Brown Mackie College location where the course was originally taken. For grade point average calculation purposes, when a student repeats a course, the repeat grade will count in the grade point average calculation for the quarter and will replace the original grade in the cumulative grade point average calculation. It is important to note that while students are allowed to repeat a course under certain circumstances, if the repeat grade is lower than the original grade, the repeat grade is still the grade counted in the quarter grade point average calculation and in the cumulative grade point calculation

A student enrolled in the Occupational Therapy Assistant program may be withdrawn from that program if he or she requires more than two attempts to successfully complete a course in Biology (BI), Medical Education (ME), or Occupational Therapy (OT). An unsuccessful attempt of a course is indicated by a grade of *F*, *W*, or *WF*.

Page 65 - Initial Academic Assessment – Occupational Therapy Assistant program

Applicants enrolling in the Occupational Therapy Assistant associate degree program must complete an academic readiness assessment and obtain minimum scores in reading, writing, and mathematics that demonstrate the ability to be successful in the program.

In the event that applicants do not demonstrate proficiency in any of these areas, they will be enrolled in transitional studies courses. Following the successful completion of these courses, academic readiness will be re-evaluated to determine if the program is an appropriate choice for the student. The student may attempt this second academic readiness assessment only once, and only after successfully completing all transitional studies course(s) indicated as being needed by the initial academic readiness assessment. If the applicant does not successfully obtain the minimum scores in reading, writing and mathematics, the student will not be allowed to continue with the Occupational Therapy Assistant program, but can be considered for another program of study at Brown Mackie College – Albuquerque.

Page 66 – Academic Integrity

Notice of Brown Mackie College – Albuquerque Policies to Comply with the Higher Education Opportunity Act of 2008

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

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

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

Brown Mackie College – Albuquerque's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. Brown Mackie College – Albuquerque's policies prohibit use of the Brown Mackie College – Albuquerque computer

network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).

Page 68 - Definition of an Academic Year

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

ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

Credit Hour Determination and Outside Work Expectations*

Students can expect at least 10 hours of instructional engagement for every 1 quarter credit hour of a course. Instructional engagement activities include lectures, presentations, discussions, group-work, directed laboratory work under the supervision of faculty, and other activities that would normally occur during class time with the faculty. Instructional engagement activities may occur in a face-to-face meeting on campus, or in the eClassroom.

In addition to instructional engagement, students can expect to complete 20 hours of outside work for every 1 quarter credit hour of a course. Outside work includes, but is not limited to, preparing for and completing readings and assignments; all research associated with completing assignments; working with others to complete a group project; participating in tutorials, simulations and other electronic activities that are not a part of the classroom; attending internships; attending externships; attending practica; attending fieldwork; attending clinical experiences; attending other experiential opportunities, such as employer visits and field trips; and any other activities related to *preparation for* instructional engagement.

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

*(Between Definition of Quarter Credit Hour/Academic Year and Grading System language in this section)

Page 69 - GRADING SYSTEM should read as follows:

In allied health courses that have the following designations BI, HC, ME, MD, MT, OT, PH, and VT the grade of C is the lowest passing grade and the grades of *D+* and *D* are not awarded.

In those courses restricted to the Occupational Therapy Assistant (OT prefix) program the grading system is as follows:

Grading System for Occupational Therapy Program

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

Page 74 - STANDARDS OF SATISFACTORY ACADEMIC PROGRESS should be as follows:

II. Minimum Standards for Academic Progress

i) Maximum Allowable Timeframe

To be awarded the designated certificate, diploma or degree, the student must successfully complete all the program requirements within the maximum allowable timeframe, which is 150% of the program length based in credits. The maximum allowable timeframe is calculated, as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program.

Examples:

- Students in a 24 credit diploma program can attempt 36 credits.
- Students in a 48 credit program can attempt 72 credits.
- Students in a 56 credit program can attempt 84 credits.
- Students in a 96 credit program can attempt 144 credits.
- Students in a 100 credit program can attempt 150 credits.
- Students in a 180 credit program can attempt 270 credits.

Page 75 – III. Consequences for Failing to Meet the Minimum Standards

e) Academic Dismissal should read:

5. ICR below 66.67% of the cumulative attempted course credits at the end of 18 months and every six months thereafter.

Page 76 – III. Consequences for Failing to Meet the Minimum Standards

f) Academic Dismissal should read:

6. ICR below 66.67% of the cumulative attempted course credits at the end of 18 months and every six months thereafter.

Page 78 - VI Explanations of Related Issues - f) Change of Program should read as follows:

Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program in the same major is not considered a change of major. A student may change his or her program at any point of his or her enrollment. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA. For ICR purposes earned credit applied to the new program will reduce the total number of credits that must be attempted within the program. Therefore, the maximum allowable credits are one and one-half times the number of credits remaining to complete for graduation. Students who change programs and students who change session times within the same program (which may impact tuition in some Brown Mackie College schools) must sign a new program enrollment form [or the like] which must be filed in the student's academic file. Note: If a student is at the point of termination for satisfactory academic progress in the first major, that student must be terminated, appeal the termination, and have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a termination of satisfactory academic progress.

When a student has graduated from Brown Mackie College in one program, then subsequently begins work in another program, grades used in the CGPA of the previous program will not be applied to the student's new program CGPA calculation. The grades will recorded as *TR*.

Page 80 - Student Right-to-Know Statement should read as follows:

Information on graduation/completion rates for first time, full time students is available through the Admissions Office. These rates are calculated according to guidelines in the Student Right-to-Know Act of 1990.

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

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

Page 98 – 99 should read as follows:

TUITION, FEES, AND REFUND POLICY (Effective April 4, 2011)

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

Tuition and Fees

A listing of the College's tuition and fees is published in the *Bulletin* identified as part of this catalog.

Refund Policy

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

Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Loan, Federal Subsidized Loan, PLUS Loan, Pell Grant, ACG, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

Adjustment of Charges

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

If the student is not accepted, all monies paid in advance shall be refunded. If the student is accepted and then cancels before

classes begin, all tuition paid in advance shall be refunded.

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

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

The student's last date of attendance (LDA) is used to determine the refund due. Refund provisions apply only to complete withdrawal from the College. Students who withdraw from the College should contact the Student Financial Services Office for advising and information concerning loan repayment.

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

Examples of the calculations for this policy are available in the Student Accounting Office. Please note that if you or the New Mexico Higher Education Department requests it, the school will provide an accounting of your refunds within five business days.

Cancellation of Enrollment

A full refund will be made to any student who cancels the enrollment contract by submitting notice in writing within 6 days (until midnight of the sixth day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

When enrollment is cancelled, all monies paid to the College will be refunded to the applicant. If cancellation of enrollment is after the sixth day but before classes begin, all tuition paid in advance shall be refunded. If cancellation of enrollment is after the sixth day and after classes have begun, as described in this paragraph, the Adjustment of Charges policy described above is in effect.

Page 101 - President's Scholarship should read as follows:

Each year, the College makes available scholarships of \$1000 each to qualifying seniors from area high schools. Up to three (3) scholarships may be awarded per high school. In order to qualify, a senior must be graduating from a participating high school, must be maintaining a cumulative grade point average of at least 2.0, and must submit a brief essay. The student's extracurricular activities and community service are also considered. The President's Scholarship is available only to students enrolling in one of the College's degree programs. Students awarded the scholarship must enroll at the College between June and September immediately following their high school graduation. Applications for these scholarships can be obtained from the guidance departments of participating high schools. These applications must be completed and returned to the College by March 31. Those awarded scholarships will be notified by April 30. A list of participating high schools may be obtained from the campus Admissions Office.

The Education Foundation Scholarship

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