

Brown Mackie College-BOISE

9050 W. Overland Rd.
Boise, ID 83709

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

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	Steven Kalina
Dean of Academic Affairs	Robert Robichaud
Associate Dean of Academic Affairs	Fred Sutton
Senior Director of Admissions	Denyce Drinkall
Student Account Supervisor	Dolly Lau
Registrar	Amanda Leroue
Director of Career Services	Barbara Schafer
Librarian	Jim Pace
Director of Student Financial Services	Mary Castodio

FULL-TIME FACULTY

Cris Aguilar, CST, Surgical Technology A.A.S., Certificate, College of Southern Idaho
John Babcock, Information Technology M.S., B.S., Brigham Young University
John Bernamonti, Information Technology B.S., DeVry University
Rob Blackston, CST, Surgical Technology Department Chair AA, Certificate, College of Southern Idaho
Crystal Brown, Veterinary Technology B.S., University of Idaho A.S., College of Southern Idaho
Joel Gongora, General Education M.S., East Tennessee State University B.S., University of Idaho

Bob Johnson, Information Technology
M.S., Boise State University
B.A., Don Bosco College

Lisa Johnson, OTR, Occupational Therapy Assistant Department Chair
M.S., Rush University
B.A., Boise State University
A.A.S, Apollo College

John Marlowe, Business & IT Department Chair
M.S., Idaho State
B.S., University of Idaho

Pat McDonald, Criminal Justice
M. Ed.,B.S., Idaho State University
A.S. , College of Southern Idaho

Michael Nelson, Criminal Justice Department Chair
M.S., National Defense Intelligence College
B.S., Boise State University

Ed Pack, General Education
MBA, Rutgers, the State University of New Jersey
B.S., University of Colorado

Sara Ratekin, D.V.M., Veterinary Technology Department Chair
D.V.M. Washington State University School of Veterinary Medicine
B.S. Washington State University

Sean Rippy, General Education
M.A., Newcastle University, UK
M.Div., Concordia Seminary
B.A., Concordia University

Randi Robinson, CVT, Veterinary Technology
B.S., Boise State University
A.S., College of Southern Idaho

Oaklee Rogers, OTA, Occupational Therapy Assistant Clinical Coordinator
A.S., Casper College

Toni Saunders, CST, Surgical Technology
Certificate, Eastern Idaho Technical College

Tiffani Sweeney, CDA, Dental Assisting
B.A., Ashford University

Dan Swenson, CVT, Veterinary Technology Clinical Coordinator
A.A.S., Utah Career College

Kristy Taylor, CMA, Medical Assisting
A.A.S., Lake Area Technical Institute

Wayne Taylor, J.D., Legal Studies Department Chair
J.D., Ventura College of Law
A.A., Pierce College

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Masters of Law, University of Denver
J.D., Williamette University College of Law
B.J., Northern Arizona University
Certificate, University of Southern California

Liza Walton, General Education Department Chair
M.A., University of California
B.A., Brigham Young University

Becky Wolery, General Education
M.S.W., Northwest Nazarene University
B.S., Eastern Oregon University
A.A., Treasure Valley Community College

John Yancey, Business
M. Ed., University of Idaho
B.A., Northwest Nazarene College

Tuition and Fees (Current)

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

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

Tuition_____ \$330.00 ** per credit hour. Applies to costs of instruction in the Surgical Technology program..

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 Occupational Therapy Assistant program are \$350.00 per credit hour as assessed by the academic quarter for all students (students enrolled July 2010 and beyond)**

**** Tuition for OTA only courses in the Occupational Therapy Assistant program are \$390.00 per credit hour as assessed by the academic quarter for all students (students enrolled October 2009 and beyond)**

**** Tuition for OTA only courses in the Occupational Therapy Assistant program are \$350.00 per credit hour as assessed by the academic quarter for all students (students enrolled September 2009 and prior)**

Tuition and Fees (Effective October 3, 2011)

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

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

Tuition_____ \$340.00 ** per credit hour. Applies to costs of instruction in the Surgical Technology program.

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 Occupational Therapy Assistant program are \$361.00 per credit hour as assessed by the academic quarter for all students (students enrolled July 2010 and beyond)**

**** Tuition for OTA only courses in the Occupational Therapy Assistant program are \$402.00 per credit hour as assessed by the academic quarter for all students (students enrolled October 2009 and beyond)**

**** Tuition for OTA only courses in the Occupational Therapy Assistant program are \$361.00 per credit hour as assessed by the academic quarter for all students (students enrolled September 2009 and prior)**

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

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

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		Week of January 22
	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.

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

OWNERSHIP (Page 9) should read as follows:

Brown Mackie College — Boise 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

Programmatic Accreditation (Page 10)

The Brown Mackie College —Boise's Veterinary Technology program has provisional programmatic accreditation granted by the American Veterinary Medical Association (AVMA) through the Committee on Veterinary Technician Education and Activities (CVTEA).

Committee on Veterinary Technician Education and Activities (CVTEA)
1931 N. Meacham Rd., Suite 100
Schaumburg, IL 60173
800-248-2862
www.avma.org

ADMISSION

General Admission Requirements (Page 11, 2nd paragraph)

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

Residency Requirement (Page 13)

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.

ACADEMIC INFORMATION

Certification and Licensure (Page 18)

The Idaho Board of Veterinary Medical Examiners in the State of Idaho requires all Veterinary Technicians to be registered. An applicant for registration as a Veterinary Technician must be a graduate of an accredited program of Veterinary Technology approved by the board and have met all the requirements of the board. An applicant for registration as a Veterinary Technician shall possess an associate degree related to veterinary sciences or its equivalent approved by the board and has met all the requirements of the board. An applicant for registration must also pass the Veterinary Technician National Examination (VTNE) and a written jurisprudence examination with a score of 75 or above.

The Idaho Board of Veterinary Medical Examiners is responsible for administering the Veterinary Technology National Examination. This examination is given three times each year, please check with AAVSB or your stage agency for specific dates and times. It is the responsibility of each candidate to obtain, complete and submit the necessary application materials from the Idaho Board of Veterinary Medical examiners. For more information on the application process, please see <http://adm.idaho.gov/>. For more information on the VTNE, please visit the website for the American Association of Veterinary State Boards. www.aavsb.org.

Please note that Brown Mackie College – Boise 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 – Boise the College.

Associate of Applied Science: OCCUPATIONAL THERAPY ASSISTANT (replaces page 40)

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.

** 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 39)

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*

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COURSE DESCRIPTIONS

The following course is no longer offered (Page 51)

CF 2990 Capstone Course (4 quarter credit hours)

This course requires students to bring together skills learned throughout their academic program. The course emphasizes professional expectations in the workplace as well as potential for future career advancement.

Prerequisites: Completion of all course requirements or departmental approval

Corrections or Additions:

COM0050 Fundamentals of English (4 quarter credit hours)

This course focuses on improving basic grammatical, mechanical, and usage skills in writing. Also emphasized are strategies to improve reading comprehension. Students will develop skill and practice one-paragraph and multi-paragraph essays.

Prerequisites: Placement through initial academic assessment

ENG0050 Fundamentals of English (4 quarter credit hours)

This course focuses on improving basic grammatical, mechanical, and usage skills in writing. Also emphasized are strategies to improve reading comprehension. Students will develop skill and practice one-paragraph and multi-paragraph essays.

Prerequisites: Placement through initial academic assessment

EN 1101 Composition I* (4 quarter credit hours)

Prerequisites: should read ENG0050 or placement through initial academic assessment

HCA 1700 Dental Administrative Practices (4 quarter credit hours)

This course includes theory and practical administration of the dental office. Lectures and role playing activities are related to the responsibilities of the dental assistant. Topics include but are not limited to appointment scheduling, billing, collections, record keeping, clerical and dental supply inventory. Students are introduced to the use of dental practice software with hands on computer experience. Legal responsibilities, interpersonal relations, and interview skills are included

Prerequisite: MC1150; ME 1110

MD 1010 Surgical Technology Techniques (4 quarter credit hours)

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

Prerequisites: ME1352

MTH0050 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

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

Prerequisites: should read MTH 0050 or placement through initial academic assessment

MT 1770 College Mathematics (4 quarter credit hours)

Prerequisites: should read MTH 0050 or placement through initial academic assessment

MT 1800 College Algebra* (4 quarter credit hours)

Prerequisites: should read MTH 0050 or placement through initial academic assessment

The following courses OT 1510, OT 1560, OT 1600 are no longer offered.

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 the 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 2350

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 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

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 1361 Anatomy and Physiology (4 quarter credit hours)

This course provides a fundamental comparative overview of the anatomy and physiology of the various body systems of canines, felines, ruminants, and birds. Instruction will include directional terminology, a study of each system, and the dissection of a cat cadaver.

Prerequisites: VT 1000

VT 1400 Pharmacology (4 quarter credit hours)

This course is designed to provide the knowledge and skills necessary to follow prescribed order for preparing, dispensing, and administering drugs; providing appropriate client education and monitoring therapeutic responses in a veterinary setting. Instruction will also include a discussion on toxicology and alternative therapeutic methods.

Prerequisites: VT 1100

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 1220, VT 1400, VT 2000

VT 2200 Veterinary Imaging (4 quarter credit hours)

This course provides instruction needed to produce quality radiographs for diagnostic purposes in a veterinary setting including the use of proper safety measures. Topics will include radiographic theory, x-ray equipment, positioning patients, exposing and processing film, radiographic evaluation, and troubleshooting, safety regulations and an introduction to ultrasonography.

Prerequisites: VT 1220, VT 1400, VT 2000

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 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 1220, 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: VT2900A

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: VT2900B

PAGE 20,66 should read as follows:

MG2000 – Principles of Management should read as MG3000 – Management

ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

Course Delivery (Page 76)

The College offers courses using two delivery modes. A student may be enrolled and admitted to a class using a residential or in a blended learning mode where at least fifty percent (50%) of the course is on campus and the remaining fifty percent (50%) is delivered online.

The delivery method of the online learning content for this course supports the educational learning objectives or outcomes for the program objectives and the credential awarded. The outcomes and objectives for the online component mirror the classroom delivered content.

Grading will be done on a point system. Points are assigned for each criterion previously established for the purpose of evaluating each assignment. Each graded assignment, project, quiz, exam, and discussion question criterion is assigned a point value, which is reflective of the quality of the contribution. In most instances there will be at least two, and usually more, distinct criteria specified for evaluation and grading of the student's work. Students will receive a weekly progress and grade report.

Successful learning requires active participation by the students while in the class. In the online learning environment this is achieved through students posting notes and responding to the notes of others that may relate to the lecture and assigned readings; answering and responding to others' answers of assigned discussion questions; case studies; specific assignments; and critiques. A "response" may be a question about another's work; an agreement with or challenge to the point of view expressed, supported by a reference to the text or lecture or personal experience (not mere opinion); citation of a reference relevant to the topic; a critique of someone's work, etc.

Students are required to read all the notes of the instructor and fellow students, for this is what constitutes the course of study. The quantity and quality of the student's participation will be graded. Students are strongly encouraged to participate throughout the week, including weekends.

Everyone's comments are important. The diversity of experience among members of the class will enhance learning. All students will be treated equitably within the classroom. The classroom shall be a place of expression and discussion.

All communications must be respectful. Inappropriate language will not be tolerated. The instructor will determine what is inappropriate. Students not treating instructor and peers with respect are subject to discipline or dismissal from the online learning platform for this course. **TECHNOLOGY REQUIREMENTS**

- Computer: PC: As a general guideline students should have at least the following computer specifications: Pentium III CPU, Windows 2000 or XP, and 512 MB RAM. MAC: As a general guideline students should have at least the following computer specifications: MAC G4 processor, MAC OS X, and 512 MB RAM.
- Software: Microsoft Office (including Word, Excel, Powerpoint, Access and Outlook), Antivirus Software, Adobe Acrobat Professional
- Browser: Internet Explorer (preferred) courses offered online are best viewed using Microsoft Internet Explorer v5.5/6.0, 7.0 (PC), Safari 1.0 (MAC), or Firefox.
- Attention Mac Users: While you can use Safari 2.0 to view classes, some animation pieces may not be available with Safari 2.0 and we highly recommend using Firefox or Internet Explorer to view your class material using a Mac computer.
- URL: <http://www.onlinebrownmackie.com>

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)**

GRADING SYSTEM (Page 79) should read as follows:

In allied health courses that have the following designations BI, HC, ME, 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
A	Superior achievement	93 – 100	4.0
B	Commendable achievement	85 – 92	3.0
C	Satisfactory achievement	77 – 84	2.0
F	Unacceptable achievement	Below 77	0.0
I	Incomplete course work		Computed as F in GPA
IP	In progress		Not Computed
P	Pass		Not Computed
NP	No Pass		Not Computed

f) Change of Program (Page 83) 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.

Academic Integrity (Page 76)

Higher Education Opportunity Act of 2008

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

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within

“fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a ‘fair use’ and therefore may be a violation of the law.

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

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

Definition of an Academic Year (Page 78)

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

Transferability of College Credits (Page 81)

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.

Additional Language Added to Existing programs:

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

Bachelor of Science: Criminal Justice (Page 22)

Bachelor of Science: Legal Studies (Page 26)

Associate of Science: Criminal Justice (Page 32)

Associate of Science: Paralegal (Page 37)

Diploma: Criminal Justice (Page 43)

Diploma: Paralegal Assistant (Page 46)

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (Page 84) 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.

STUDENT SERVICES AND REGULATIONS

Student Right-to-Know Statement (Page 90)

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 94 – 95 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:

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

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

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

Cancellation of Enrollment

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

FINANCIAL ASSISTANCE PROGRAMS

President's Scholarship (Page 111)

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 should read as follows:

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 are considered every quarter. 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 financial aid office at Brown Mackie College – Boise. The applications must be completed and returned by September 2. Those awarded scholarships will be notified by September 30.