

Brown Mackie College–Findlay

1700 Fostoria Avenue

Findlay, Ohio 45840

Addendum 2009 - 2010 Academic Catalog

This Bulletin is an integral part of Brown Mackie College – Findlay’s Academic Catalog.

The information published herein becomes and remains effective October 1, 2011

ADMINISTRATION

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Dean of Academic Affairs	<i>Lisa Rudasill</i>
Senior Director of Admissions.....	<i>Zacharii Hamby</i>
Director of Student Services.....	<i>Jennifer Opp-Jackson</i>
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Associate Dean of Academic Affairs.....	<i>Julie Baker</i>
Director of Student Financial Services.....	<i>Dionne Duncan</i>
Student Accounting Supervisor	<i>Heidi Mole</i>
Registrar	<i>Heather Elliott</i>
Interim Head Librarian	<i>Sheryl Gannon</i>

FULL-TIME FACULTY

Deborah Alesch, Mathematics

BS, Bowling Green State University

AS, Owens Community College

Jennifer Baier-Diers, OTR/L, Occupational Therapy Assistant Site Coordinator

BA, University of Findlay

BS, Shawnee State University

Joseph Boyle, RPh, Pharmacy Technology Program Director, Allied Health

BS, University of Toledo

Greg Ellis, CST, Surgical Technology

AAS, Owens Community College

Sara Evans, CMA, Allied Health Department Chair

MHA, University of Phoenix

BS, University of Phoenix

AA, Indiana University

Diploma, Professional Careers Institute

Venessa Fels, CST, Surgical Technology

AAS, Owens Community College

Michael Friemoth, DVM, Veterinary Technology Program Director

DVM, Ohio State University

BS, Ohio State University

AAS, Columbus State Community College

Tanya Grandillo, RN, Practical Nursing

MSN, South University

BSN, Ashland University

AAS, Owens Community College

Sue Harting, RDH, Dental Assistant Program Director
BS, Ohio State University

Charles Hirschy, PhD, General Education Department Chair
PhD, Cornerstone University
MAR, Liberty University
BFA, Bowling Green State University

Mitchell Howard, Paralegal, Interim Criminal Justice/Paralegal Department Chair
JD, University of Toledo
BA, University of Toledo

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

Amy Kinney, RMA, LPN, Medical Assisting Program Director
AAS, Stautzenberger College

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

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

George Miller, Business & Computer Technology
MS, South University
MBA, University of Findlay
BBA, Tiffin University

Brent Norris, CPA, Business
Masters in Accountancy, Bowling Green State University
BSBA, Bowling Green State University

Christine Poe, MOT, OTR/L, Occupational Therapy Assistant Program Fieldwork Coordinator
MOT, University of Toledo
BS, University of Findlay

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

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

Ryan Smith, Architectural Design and Drafting Technology Program Director
BS, University of Toledo

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

Joseph Stevens, CST, Surgical Technology Program Director, Allied Health
AAS, Owens Community College

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

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

Deb Winings, RN, Practical Nursing, Clinical Coordinator
BSN, South University
AAS, Lima Technical College

Correction to Page #9-Ownership

OWNERSHIP

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

TUITION and FEES

Current

Tuition Rate	\$285.00 per credit hour. Applies to costs of instruction General Fee \$15.00- Applies to costs of institutional activities and services
Practical Nursing Tuition	\$350.00 per credit hour. Applies to costs of instruction General Fee \$25.00- Applies to costs of institutional activities and services
Occupational Therapy Assistant Tuition	\$350.00 per quarter credit hour. Applies to cost of instruction General Fee \$15- Applies to costs of institutional activities and services
Surgical Technology Tuition	\$330 per credit hour. Applies to costs of instruction General Fee \$15.00- Applies to costs of institutional activities and services
Transcript Fee	\$5.00 per copy. Applies to costs of printing and certifying official transcripts.
Textbooks/Other Instructional Materials	Costs will vary by program.

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.

Tuition and Fees-Effective October 3, 2011

Tuition Rate	\$294.00 per credit hour. Applies to costs of instruction General Fee \$15.00- Applies to costs of institutional activities and services
Practical Nursing Tuition	\$361.00 per credit hour. Applies to costs of instruction General Fee \$25.00- Applies to costs of institutional activities and services
Occupational Therapy Assistant Tuition	\$361.00 per quarter credit hour. Applies to cost of instruction General Fee \$15- Applies to costs of institutional activities and services
Surgical Technology Tuition	\$340 per credit hour. Applies to costs of instruction General Fee \$15.00- Applies to costs of institutional activities and services
Transcript Fee	\$5.00 per copy. Applies to costs of printing and certifying official transcripts.
Textbooks/Other Instructional Materials	Costs will vary by program.

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.

Addition to page 15: 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	Thursday or Friday	January 27, 28
	Classes End	Friday	January 28
February	New Student Orientation		Week of January 23
	Classes Begin	Monday	January 31
	President's Day Observed	Friday	February 18
	Final Examinations	Thursday or Friday	February 24, 25
	Classes End	Friday	February 25
March	New Student Orientation		Week of February 20
	Classes Begin	Monday	February 28
	Final Examinations	Thursday or Friday	March 24, 25
	Classes End	Friday	March 25

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	Thursday or Friday	April 28, 29
	Classes End	Friday	April 29
May	New Student Orientation		Week of April 24
	Classes Begin	Monday	May 2
	Final Examinations	Thursday or Friday	May 26, 27
	Classes End	Friday	May 27
June	New Student Orientation		Week of May 22
	Memorial Day Recess	Monday	May 30
	Classes Begin	Tuesday	May 31
	Final Examinations	Thursday or Friday	June 23, 24
	Classes End	Friday	June 24

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	Thursday or Friday	July 28, 29
	Classes End	Friday	July 29
	August	New Student Orientation	
Classes Begin		Monday	August 1
Final Examinations		Thursday or Friday	August 25, 26
Classes End		Friday	August 26
September	New Student Orientation		Week of August 21
	Classes Begin	Monday	August 29
	Labor Day Recess	Monday	September 5
	Final Examinations	Thursday or Friday	September 22, 23
	Classes End	Friday	September 23

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	Thursday or Friday	October 27, 28
	Classes End	Friday	October 28
November	New Student Orientation		Week of October 23
	Classes Begin	Monday	October 31
	Final Examinations	Wednesday	November 23
	Classes End	Wednesday	November 23
December	New Student Orientation		Week of November 20
	Classes Begin	Monday	November 28
	Final Examinations	Thursday or Friday	December 22, 23
	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		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.

Correction to Page 17, Programs Offered

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

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

Program	Last Projected Graduation Date
Office Management	12/2012
Early Childhood Education	03/2013
Medical Transcription	03/2012
Office Applications Specialist	07/2011

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

Changes to Page 20:

Associate of Applied Business:* **CRIMINAL JUSTICE*

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

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

Graduates of the program will be able to:

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

Changes to Page 22:

Associate of Applied Business:* **PARALEGAL*

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

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

Graduates of the program will be able to:

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

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

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

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

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 & OT 2990B
OT 2991B	5	Level II Fieldwork	OT 2991A

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

Replaces page 26

Associate of Applied Science: OCCUPATIONAL THERAPY ASSISTANT

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

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

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

Addition of new program offering:

Associate of Applied Science:

ARCHITECTURAL DESIGN & DRAFTING TECHNOLOGY

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

Concentration	48 Quarter Credit Hours
CDE 1100 Fundamentals of Drafting	4
CDE 1200 Multiview Drawing	4
CDE 1500 3-Dimensional Graphics	4
CDE 1850 Computerized Design for Structural Engineering	4
CDE 1860 Computerized Design for Mechanical Engineering	4
CDE 1870 Computerized Design for Civil Engineering.....	4
CDE 2011 Building Information Modeling I	4
CDE 2012 Building Information Modeling II	4
CDE 2230 3 Dimensional Visualization I	4
CDE 2240 3 Dimensional Visualization II	4
CDE 2900 Architectural Design and Drafting Externship.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
Core Curriculum	48 Quarter Credit Hours
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking*	4
CM 1800 Ethics	4
EN 1101 Composition I*	4
EN 1102 Composition II*	4
EN 1200 Business Communications	4
EN 2000 Introduction to Literature*	4
MC 1211 Spreadsheets I.....	4
MT 1800 College Algebra.....	4
PHY 1100 Physics	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total Quarter Credit Hours Required	96

**Indicates a general education course*

Addition of new program offering:

Diploma: Dental Assistant

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

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

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

Course Requirements	Credit Hours
BI 1361 Anatomy and Physiology	4
CF 1100 Professional Development	4
EN 1200 Business Communications	4
HCA 1700 Dental Administrative Practices	4
HSC 1762 Head & Neck Anatomy.....	4
HSC 1770 Dental Materials	4
HSC 1780 Dental Radiologic Techniques	4
HSC 1791 Chairside Assisting I	4
HSC 1792 Chairside Assisting II.....	4
HSC 1799 Dental Assistant Externship.....	4
MC1150 Introduction to Microcomputer Applications.....	4
ME 1110 Medical Terminology.....	4
Total Quarter Credit Hours Required	48

Associate of Applied Science: VETERINARY TECHNOLOGY

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

Graduates of the program will be able to:

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

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

Total quarter credit hours required

96

**Indicates a general education course*

Changes to Page 31:

***Diploma:* CRIMINAL JUSTICE**

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

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

Changes to Page 35:

***Diploma:* PARALEGAL ASSISTANT**

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

*** 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 Description changes and additions

CDE 1100 Fundamentals of Drafting (4 quarter credit hours)

An introductory course in computer-aided drafting (CAD_ using standard architectural conventions emphasizing the production of scaled drawings for use in architecture, including orthographic views, correct sheet design, different line weights, architectural lettering, dimensions, symbols, and notation.

Prerequisite: MC 1150

CDE 1200 Multiview Drawing (4 quarter credit hours)

An introductory course in multiview drawing from an architectural perspective, emphasizing the three orthographic views: plane, elevation and section, where students describe design intent through production documents drawn at different scales.

Prerequisite: CDE 1100

CDE 1500 3-Dimensional Graphic (4 quarter credit hours)

This introductory course in digital 3D graphics introduces a widely-adopted computer-aided drafting program, in which students create finished 3D scenes, including 3D geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

Prerequisite: CDE 1200

CDE 1850 Computerized Design for Structural Engineering (4 quarter credit hours)

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

Prerequisite: CDE 1500, PHY 1100

CDE 1860 Computerized Design for Mechanical Engineering (4 quarter credit hours)

An introductory course in computer-aided drafting (CAD) using standard engineering conventions emphasizing the production of scaled drawings for use in mechanical engineering, including orthographic views, sheet design, line weights, technical lettering, notation, dimensions, symbols and schematic diagrams.

Prerequisite: CDE 1500, PHY 1100

CDE 1870 Computerized Design for Civil Engineering (4 quarter credit hours)

A course in computer-aided drafting (CAD) using standard architectural drafting conventions emphasizing the production of scaled drawings for use in civil engineering, including property description, landform, utilities, infrastructure, and related details.

Prerequisite: CDE 1500, PHY 1100

CDE 2011 Building Information Modeling I (4 quarter credit hours)

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

Prerequisite: CDE 1850

CDE 2012 Building Information Modeling II (4 quarter credit hours)

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

Prerequisite: CDE 2011

CDE 2230 3 Dimensional Visualization I (4 quarter credit hours)

This is a course in digital 3D visualization using a widely-adopted computer software program, in which students create finished 3D scenes, including 3D geometry, simulated surface textures and colors, theatrical lighting and rendered camera views. **Prerequisite:** CDE 2012

CDE 2240 3 Dimensional Visualization II (4 quarter credit hours)

This course is one in digital 3D visualization using a second widely-adopted computer software program, in which students create finished 3D scenes, including 3D geometry, simulated surface textures and colors, theatrical lighting and rendered camera views.

Prerequisite: CDE 2012

CDE 2900 Architectural Design and Drafting Externship (4 quarter credit hours)

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

Prerequisites: *Permission from Department Chair*

EDU 1100 Introduction to Early Childhood Education (4 quarter credit hours)

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

EDU 1121 Child Growth and Development (4 quarter credit hours)

In this course, the student will become familiar with the physical, social, emotional and cognitive development of children from conception to age 8. The student will become familiar with ages and stages of development, theories and theorists, and individual milestones.

Prerequisites: EDU 1100, PS 1200

EDU 1122 Infant and Toddler Development (4 quarter credit hours)

This course addresses those characteristics of infant and toddler programs which are specialized to this population of children. It includes the quality and type of care giving, appropriate environments, meaningful curriculum, effective program management, and nurturing family relationships. Students will explore and examine these concepts so that they may develop their own reflective philosophy of quality care for infants and toddlers.

Prerequisites: EDU 1135

EDU 1125 Developmentally Appropriate Practices in Early Childhood Education (4 quarter credit hours)

This course provides an overview of developmentally appropriate practices for children with a focus on best practices for nurturing the development of the whole child. Current issues such as readiness, whole language, multi-age grouping, and cultural diversity will be addressed with an emphasis on child-centered curriculum.

Prerequisites: EDU 1121

EDU 1135 Principles of Guidance for the Young Child (4 quarter credit hours)

In this course, the student will learn steps for creating a cooperative, respectful community of children and adults. Maturation is a powerful tool for understanding and responding appropriately to various stages of child behavior. This course addresses the integration of information about cultural differences, gender and generational differences, and disabling conditions in solving problems. Students will learn effective classroom management strategies and the linkage between positive guidance and knowledge and application of child development theory.

Prerequisites: EDU 1130, EDU 1150(Practicum Required)

EDU 1150 Early Childhood Language Arts and Methods (4 quarter credit hours)

The student will focus attention on the development of language and communication skills in the child from birth to age 8. Using a hands-on approach, students will experience a variety of forms of language arts and develop competency in each of these areas. Students will learn to identify the various developmental levels exhibited by children, choose and develop materials that enhance language arts and appreciate the opportunities of everyday experience in creating meaningful communication. The student will also develop strategies for encouraging literacy both in the classroom and in family life.

Prerequisites: EN 1102, EDU 1125(Practicum required).

EDU 2110 Organization & Administration of Early Childhood Settings (4 quarter credit hours)

In this course, the student will learn how to manage human and financial resources, how to plan for a financially stable enterprise, and how to complete their business tasks more quickly and accurately. Program planning, operational aspects, program services, ethics, and professionalism are covered in this course.

Prerequisites: EDU 2140(Practicum required)

EDU 2115 Home, School and Community Partnerships (4 quarter credit hours)

This course explores diverse types of families and cultures, and examines the aspects of culture that influences values, methods of child-rearing and family relationships. Using a variety of methods, students will learn to communicate effectively in order to work with families.

Prerequisites: CM 1200, EDU 2140(Practicum required)

EDU 2140 Assessment in Early Childhood Education (4 quarter credit hours)

This course provides the student with the ability to use a variety of observation and assessment methods in order to understand children's developmental levels, strengths and capabilities, and areas of need. Students will become familiar with the variety of assessment techniques appropriate to young children and apply them in order to identify developmental levels, interests, and abilities, interpret data collected, and utilize this information to plan curriculum that further enhances and extends the child's learning and development level.

Prerequisites: EDU 2150(Practicum required)

EDU 2145 Understanding Special Needs Children (4 quarter credit hours)

This course provides the student with an introduction to children and families with special needs or who are at risk for developmental problems. It will examine disabling conditions, the laws that mandate services to children and families with disabilities, the philosophy of inclusion, and the considerations necessary to provide for a child with a disability in typical settings.

Prerequisites: EDU 2140(Practicum required)

EDU 2150 Creative Activities for Early Childhood (4 quarter credit hours)

This course provides a sound theoretical basis for the hundreds of practical activities in the arts and across the curriculum. The course addresses differentiated instruction and learning styles as they relate to early childhood education, uses of technology, and two- and three-dimensional art activities. It emphasizes adapting materials and activities for children with special needs and meeting specific learning styles.

Prerequisites: EDU 1125, EDU 1122(Practicum required)

EDU 2160 Early Childhood Math and Science Methods (4 quarter credit hours)

The student will focus on the logical-mathematical knowledge in children birth to age 8 in order to understand the inter-relationship of math, science and technology. Using a hands-on approach, students will explore and become familiar with various materials used in learning centers to stimulate and develop logic, mathematical, and technological thinking in children. The student will learn to recognize various developmental levels of children's thinking and plan for these levels both in the creation of materials, organization of settings, and concepts to be taught.

Prerequisites: MT 1800; EDU 1125(Practicum required)

ENG 0050 Fundamentals of English (4 quarter credit hours)

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

Prerequisite: Placement through initial assessment

HSC 1762 Head and Neck Anatomy (4 quarter credit hours)

This course provides a detailed study of the orofacial and related structures of the head and neck including, but not limited to the eruption, identification and function of the human dentition, study of bony, circulatory, muscular and nervous systems of the head and neck and surrounding structures associated with the oral cavity. A brief introduction to oral histology and embryology will be included.

Prerequisite: BI 1361

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

HSC 1770 Dental Materials (4 quarter credit hours)

The student is introduced to the various materials used in the dental office. The physical and chemical properties of these materials are included. Emphasis is placed on manipulation and practical application of basic dental materials in the laboratory sessions. The maintenance and use of laboratory equipment, the proper handling of potentially hazardous wastes, and infection control procedures are included. Also, manipulation and application of more complex dental materials used with advanced operative procedures; infection control; and handling of potentially hazardous wastes.

Prerequisite: HSC 1762

HSC 1780 Dental Radiologic Techniques (4 quarter credit hours)

This course concentrates on the principles of radiology, X-ray production, radiation safety, and health practices and hazards, including quality assurance and regulations. Radiographic interpretation, evaluation of common radiographic inadequacies, film identification, and mounting and darkroom procedures are included. In the required college laboratory sessions, exposing, processing, and mounting of intra-oral and extra-oral radiographs will be completed.

Prerequisite: HSC 1762

HSC 1791 Chairside Assisting I (4 quarter credit hours)

This course provides an introduction to chairside assisting. The principles and skills of chairside assisting are cultivated by observation, discussion, study, demonstration and practice in the laboratory sessions. Emphasis is placed on care of equipment and instruments, oral examinations and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, cavity preparation, and sterilization and infection control procedures.

Prerequisite: HSC 1770; HSC 1780

HSC 1792 Chairside Assisting II (4 quarter credit hours)

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

Prerequisite: HSC 1791

HSC 1799 Dental Assistant Externship (4 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

Prerequisite: Complete of all course requirements or departmental approval

MD 1010 Surgical Technology Techniques (4 quarter credit hours)

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

Prerequisites: ME 1352, MD 1855

MTH 0050 Fundamentals of Math (4 quarter credit hours)

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

Prerequisite: Placement through initial assessment

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

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

Prerequisites: OT 1315

OT 2115 Level I Fieldwork (1 quarter credit hours)

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

Prerequisites: OT 2110

OT 2220 Intervention in Pediatric and Adolescents (4 quarter credit hours)

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

Prerequisites: OT 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, OT 2360*

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

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

Prerequisites: *Completion of all program coursework except OT 2990B, OT 2991A, OT 2991B*

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

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

Prerequisites: *Completion of OT 2990A.*

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

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

Prerequisites: *OT 2990A and OT 2990B*

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

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

Prerequisites: OT 2991A

PHY1100 Physics (4 quarter credit hours)

This course is an introductory, non-calculus course that explores the basic principles of mechanical function, thermal physics and the concepts of physical sound.

Prerequisite: MT1800

VT2900A Veterinary Externship (4 quarter credit hours)

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

Prerequisite: Completion of all other course requirements or departmental approval

VT2900B Veterinary Externship (4 quarter credit hours)

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

Prerequisite: VT2900A

VT2900C Veterinary Externship (4 quarter credit hours)

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

Prerequisite: VT2900B

Effective June 2011-renumbering of the following course numbers:

BMC Transitional Studies Course Renumbering	
Old Course	New Course
ENG 0050 Fundamentals of English	SSE 0050 Fundamentals of English
MTH 0050 Fundamentals of Mathematics	SSE 0070 Fundamentals of Mathematics

Addition to section: *Residency Requirement, Page 12*

Though credits may be applied to a student's degree program through transfer from institutions other than another Brown Mackie College school 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 location, 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 school, 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.

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)**

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

Brown Mackie College – Findlay’s policies prohibit use of the Brown Mackie College – Findlay computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission.

Addition to section: Grading System, Page 62

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

Addition to section: Standards of Academic Progress, Section III, Page 68

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

Addition to section: Academic Dismissal, Page 69

A student enrolled in a degree program will be academically dismissed for any of the following conditions: ICR below 66.67% of the cumulative attempted course credits at the end of 18 months and every six months thereafter.

Addition to section: Student Right to Know Statements, Page 77

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.

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TUITION, FEES, AND REFUND POLICY

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

Tuition and Fees

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

Refund Policy

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

Return of Federal Title IV Aid

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

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

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

calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: 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.

Correction to section: *President's Scholarship, Page 95*

Each year, Brown Mackie College – Findlay 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 Brown Mackie College – Findlay's degree programs. Students awarded the scholarship must enroll at Brown Mackie College – Findlay 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 Brown Mackie College – Findlay 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.