

## **Brown Mackie College – Merrillville**

1000 East 80<sup>th</sup> Place – Suite 205M

Merrillville, Indiana 46410

### **Bulletin to 2010 Academic Catalog**

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

The information published herein becomes and remains effective June 30, 2011.

#### **ADMINISTRATION**

---

President .....	Shalisa Powell
Dean of Academic Affairs .....	Scott Senak
Senior Director of Admissions .....	
Director of Career Services .....	Julie Lynch
Director of Student Services.....	Sarah Woynaroski
Registrar .....	Tiffany Brack
Librarian .....	Judy Hickman

#### **FULL-TIME FACULTY**

---

Tara Babcock, CST, Surgical Technology Diploma, Olympia College
Linda Beauchaine, RN, Practical Nursing BS, University of St. Francis
Malissa Conley, RN, Practical Nursing BSN, University of Hawaii
Nancy Cox, RN, Practical Nursing BSN, Purdue University BS, Purdue University AAS, Purdue University
Jason Curl, Allied Health MA, Olivet Nazarene University BS, Olivet Nazarene University
Ann Fouts, COTA, Occupational Therapy Assistant AAS, South Suburban College
Jacqueline Kimball, RN, Practical Nursing MSN, Governor’s State University BSN, St. Xavier University
Hae Jung Lee, RN, Practical Nursing MSN, University of Korea BSN, University of Korea
Annette Little-Wynn, General Education MBA, Keller Graduate School of Management BS, Chicago State University
Mary Manley, RN, Practical Nursing BSN, Indiana University
Greta McGhee, RN, Practical Nursing MSN, Governor’s State University BS, Chicago State University
Ronette Messer, Allied Health AS, Davenport University
Ellen Noll, RN, Practical Nursing BSN, Indiana Wesleyan University

Jennifer Rivers, RN, Practical Nursing  
 BS, Chicago State University  
 Cynthia Washington, RN, Practical Nursing  
 BSN, University of St. Francis  
 ASN, University of St. Francis  
 LPN, Jane Adams School of Nursing  
 Angela Williams, RN, Practical Nursing  
 BSN, Indiana University  
 Donna Williams, General Education  
 MSED., Purdue University Calumet  
 BA, Purdue University Calumet

---

**Tuition and Fees**

**Current**

	Tuition per Credit Hour	General Fee per Credit Hour
General	\$285	\$15
Practical Nursing	\$350	\$25
Occupational Therapy (Students first enrolled June 2010 and prior, OT courses only)	\$390	\$15
Occupational Therapy (Students first enrolled July 2010 and beyond, all courses)	\$350	\$15
Surgical Technology	\$330	\$15

**New Tuition Rates – Effective October 3, 2011**

	Tuition per Credit Hour	General Fee per Credit Hour
General	\$294	\$15
Practical Nursing	\$361	\$25
Occupational Therapy	\$361	\$15
Surgical Technology	\$340	\$15

Tuition\_\_\_\_\_Applies to costs of instruction.

General Fee\_\_\_\_\_Applies to costs of institutional activities and services.

Transcript Fee\_\_\_\_\_ \$2.00 per copy. Applies to costs of printing and certifying official transcripts.

Returned Payment Fee \_\_\_\_\_ \$10.00 per transaction (effective 8/30/2010). Previously \$15.00 per transaction.

Background check fee\_\_\_\_\_ \$20

Textbooks and other instructional materials\_\_\_\_\_Costs will vary by program.

Clinical hours for PN 1300, PN 1350, PN 1400, PN 1450, PN 2100, PN 2150, and PN 2200 may be made up according to the following clinical make-up policy: \$120 per 6 hours missed, up to 12 missed hours.

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

**A payment plan may be arranged at the time of enrollment. Monthly payments are due based on established payment plan or line of credit agreement. Payments may be made by cash, check, money order or credit card (VISA, MasterCard, American Express, Discover).**

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

## **CORRECTIONS, OMISSIONS, ADDITIONS**

### **Occupational Therapy Assistant Program**

OT-Course Sequence with Prerequisites (Effective July 6, 2010 (June 2011 cohort))

<b>Course #</b>	<b>Credit Hours</b>	<b>Course Name</b>	<b>Prerequisites</b>
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.

## 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.

<b>Concentration</b>	<b>76 Quarter Credit Hours</b>
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
<b>Core Curriculum</b>	<b>24 Quarter Credit Hours</b>
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
<b>Total quarter credit hours required</b>	<b>100</b>

\* Indicates a general education course

\*\* Brown Mackie College – Merrillville 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 – Merrillville.

## **ADDITIONAL COURSE DESCRIPTIONS:**

### **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 2220*

### **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 2220*

**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 of 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*

Page 9 – Ownership

### **OWNERSHIP**

---

Brown Mackie College — Merrillville 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, 33<sup>rd</sup> Floor, Pittsburgh, PA 15222.

Page 11 – ADMISSION

***Effective Tuesday, July 27, 2010, potential students enrolling in Brown Mackie College--Merrillville's Practical Nursing Program must meet the following admissions criteria.***

#### ***Admission Information***

#### **Practical Nursing Program Screening and Selection Process**

In addition to Brown Mackie College – Merrillville's general admission policies, including Brown Mackie College – Merrillville's standard evaluation of academic readiness to be successful in a College program, students are considered for acceptance into the nursing program based on their ranking which is determined by the following criteria:

- **Screening:**
  - Computer Adaptive Placement Assessment and Support System Test (COMPASS) – Applicants must complete the COMPASS Test with a Reading score of at least 75; Writing score of at least 60; and Math Score of at least 51 in order to be eligible to take the Test of Essential Academic Skills (TEAS).
  - TEAS – Applicants must complete the TEAS nursing-specific entrance examination with a composite score of 60% or higher. The TEAS examination consists of reading, mathematics, science, and English / language usage.
- **Selection:**
  - If there are more applicants meeting the screening criteria than the state nursing board has approved, a Screening Evaluation Form will be completed by the Nursing program administrator and submitted to Practical Nursing admissions committee for review.
  - The Screening Evaluation Form will rank applicants based on their TEAS score, previous college attendance, and prior health care experience (e.g. volunteer, nurse assistant, health care technician, corpsman, or other certified health care personnel).
  - Final selection for admission will be made by the Practical Nursing admissions committee.
  - Applicants will be notified in writing of their acceptance to the Practical Nursing Program.

Page 13 – RESIDENCY REQUIREMENT

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 school, 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.

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

Page 49 – 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

Page 49 – ENG 0050 course number is changed to SSE 0050.

Page 49 – EN 1101 Prerequisites: SSE 0050 or placement through initial academic assessment.

Page 58 – MTH 0050 – Fundamentals of Mathematics (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

Page 58 – MTH 0050 course number is changed to SSE 0070.

Page 59 – MT 1650, MT 1770, and MT 1800 Prerequisites: SSE 0070 or placement through initial academic assessment.

Page 62 – PH 1301 Pharmacy I (*4 quarter credit hours*)

An overview of fundamentals of pharmacy practice in various practice settings, with respect to safe and accurate preparation and distribution of sterile and non-sterile topical and parenteral medications. Students learn the allied health professional's role in drug preparation, drug packaging, drug administration and drug labeling.

*Prerequisites: MT1650, MT1770 or MT1800*

Page 63 – PN 1000 Prerequisites: None.

Page 86 – STUDENT RIGHT TO KNOW STATEMENT

According to regulations published by the Department of Education the retention rate 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.

As part on the federal consumer information requirements each institution must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male;
- Female;
- Self-identified members of a major racial or ethnic group; and
- Federal Pell Grant recipients

You may obtain this information in the Admissions Office.

Page 87 – Item 1 – College name should be Brown Mackie College – Merrillville.

# 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)

Pages 102-103 -

## 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.

### Page 105 - President's Scholarship

Each year, Brown Mackie College – Merrillville 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 – Merrillville'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.

### **Insertion October 31, 2010:**

Notice of Brown Mackie College – Merrillville 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 – Merrillville’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 – Merrillville’s policies prohibit use of the Brown Mackie College – Merrillville 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.

**Insertion on February 16, 2011 – Academic Calendar 2012**

**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.*