



BROWN  
MACKIE  
COLLEGE

SALINA<sup>SM</sup>



BROWN  
MACKIE  
COLLEGE

OKLAHOMA  
CITY<sup>SM</sup>



BROWN  
MACKIE  
COLLEGE

KANSAS CITY<sup>SM</sup>

## *Academic Catalog* *2011 – 2012*

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In order to continually provide current information, this catalog may be amended by an insert identified as *Bulletin to the 2011 – 2012 Academic Catalog*. Such a bulletin is intended as, and is to be regarded as, an integral part of this catalog. This catalog is not complete without the bulletin.

Effective May 2011

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## CONSUMER INFORMATION

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This catalog is published in order to inform students and others of the Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College – Oklahoma City’s academic programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College – Oklahoma City (collectively, “the College”) cannot assure that changes will not occur which will affect this information. The College reserves the right to make changes within the term of this catalog which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in the *Bulletin to the 2011–2012 Academic Catalog*, which is intended as, and is to be regarded as, an integral part of this catalog. The College expects its students to read and understand the information published in this catalog and in the *Bulletin* identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Further, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

The College affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. The College makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, disability, genetic marker, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The College affirms its policy of administering all educational programs and related supporting services and benefits in a manner which does not discriminate because of a student’s race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, disability, genetic marker or any other characteristic which lawfully cannot be the basis for the provision of such services by state, local, or federal law.

The College is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans’ Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the President at the Brown Mackie College location you attend.

## MESSAGE FROM THE PRESIDENT

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*Welcome to Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College – Oklahoma City!*

*We commend you for selecting a school which will prepare you for an entry-level career and are pleased to welcome you as a vital part of our student body.*

*By enrolling in the College you have already demonstrated your desire to achieve and a commitment to invest the time and effort necessary to succeed. The difference between those who are successful and those who are not is usually not a matter of intelligence. More often than not, it is a positive attitude and the ability to persevere when the going gets tough that separates the winners from the rest.*

*We attempt not only to give you assistance academically, but also to offer other services to help solve any problems that might stand in the way of your educational and career potential. We believe that career training should be a pleasant and invigorating experience.*

*We are interested in your efforts and want to help in any way we can while you are a student of ours.*

*Again, congratulations on your career educational decision and welcome to the College.*



Judy Holmes  
Institutional President and  
Campus President, Brown Mackie College– Salina

Campus President, Brown Mackie College — Kansas City

Debi O’Dea  
Campus President, Brown Mackie College – Oklahoma City

## **ABOUT BROWN MACKIE COLLEGE — SALINA, BROWN MACKIE COLLEGE — KANSAS CITY, AND BROWN MACKIE COLLEGE — OKLAHOMA CITY**

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Brown Mackie College was founded and approved by the Board of Trustees of Kansas Wesleyan College in Salina, Kansas on July 30, 1892. The trustees contracted with Professor T.W. Roach to organize the Commercial Department, which was then known as The Kansas Wesleyan School of Business. The Kansas Wesleyan School of Business began operation on September 12, 1892.

In 1938, The Kansas Wesleyan School of Business was incorporated as The Brown Mackie School of Business under the ownership of Mr. Perry E. Brown and Mr. A.B. Mackie, former instructors at Kansas Wesleyan University in Salina, Kansas. By January 1975, with improvements in curricula and higher degree-granting status, The Brown Mackie School of Business became Brown Mackie College. In 2002, Brown Mackie College was acquired by Education Management Corporation and the name of the school was changed to Brown Mackie College – Salina.

Brown Mackie College – Salina, Brown Mackie College – Kansas City, a branch campus of Brown Mackie College – Salina, opened in 1984, and Brown Mackie College – Oklahoma City, also a branch of Brown Mackie College – Salina, opened in 2011, are three of more than 27 school locations of the Brown Mackie College family of schools, which is dedicated to providing educational programs that prepare students for entry-level positions in a competitive, rapidly-changing workplace. Brown Mackie College schools provide students with physical spaces and resources that are designed to facilitate teaching and learning. These include attractive, accessible physical locations; comfortable classrooms and support services areas; ample space for studying and socializing; and appealing outdoor areas. Strategic planning initiatives at Brown Mackie College schools reflect the institutions' commitments to continuous improvements to physical learning spaces and academic resources.

Brown Mackie College – Salina resides in a facility on South Ninth Street, completed in 2000. The location is situated in an energetic area of the city and is easily accessible through a main thoroughfare. The campus includes eight classrooms, computer laboratories, two Nursing laboratories, and one laboratory each for Allied Health programs, Computer Aided Design and Drafting (CADD), and Computer Networking. All classrooms and labs, except the Nursing labs, are fitted with multimedia equipment. The main facility occupies 20,800 square feet, and the annex nearby adds 2500 square feet of office space. Brown Mackie College - Salina operates a course location site located at 2525 S. Ohio, Salina, KS. The Course location site, which comprises of approximately 9,500 square feet, houses the Occupational Therapy laboratory, Criminal Justice lab, three additional classrooms, and a Veterinary Technology suite.

In 2002, Brown Mackie College – Kansas City moved into its current facility in Lenexa, Kansas. The highly visible and centrally located Lenexa campus is easily accessible through a major highway. The Kansas City campus is situated on more than five acres of land, with seven classrooms equipped with multimedia and computer technology; three additional multimedia-equipped classrooms; one CADD laboratory; two industry-current Allied Health laboratories; and two Nursing laboratories in an 18,400-square-foot facility. Most classrooms and labs are spacious enough to accommodate up to thirty students. Brown Mackie College - Kansas City operates a course location site located at 450 N. Rogers Rd., Olathe, KS. The course location site, which comprises of approximately 13,000 square feet, houses the Occupational Therapy laboratory, six classrooms and computer labs, and a Veterinary Technology suite.

Brown Mackie College – Oklahoma City opened in 2011, with a total of 31,493 square feet. There are nine classrooms equipped with multimedia and computer technology laboratories, an Allied Health laboratory, two nursing laboratories, and an Occupational Therapy classroom and laboratory. The school provides a contemporary professional environment for learning. Instructional equipment is comparable to that used in business and industry. The facility provides media presentation rooms for special instructional needs, a resource center that provides instructional resources and academic support for both faculty and students, and qualified, experienced faculty who are committed to the academic and technical preparation of their students.

The modern, well-maintained campuses present a contemporary appearance and provide easy accessibility for all students. All facilities are fully handicapped accessible. Faculty at all three locations use work areas designed to facilitate their advisory and curricular planning tasks. Computer access is available for all personnel. Each campus features a break room with lunchroom-style tables, vending machines, and microwaves; a bookstore with displays for educational items and collegiate clothing and memorabilia; and highly visible libraries.

# COLLEGE MISSION, PHILOSOPHY, AND VALUES

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## **Mission Statement**

The mission of an institution of higher learning is to provide excellent quality, student-centered education and career training including broad-based general education leading to a high degree of employment and transfer integrity. The College strives to provide traditional and non-traditional students from throughout the United States with the opportunity to interact in a caring and harmonious environment which will enhance their educational, personal, and professional growth.

## **Philosophy**

In accordance with this mission, the College believes that higher learning is a valuable asset and that a concentration in career areas, strengthened by compatible business principles and a core of comprehensive general education, is an important alternative to other types of higher education. Further, the College believes in the importance of a constant awareness of the needs of an ever-changing business world and in making an appropriate and professional response to those needs in order for its graduates to compete ethically and successfully in their chosen careers.

## **General Education Philosophy**

General education at the College encourages students to realize the significance of learning for their personal and professional success. The curriculum's design is derived from the principle that a broad base of knowledge combined with the development of critical thinking skills foster a learner's lifelong intellectual capacity. Emphasis is also placed upon an exposure to fundamental truths and values, and the cultivation of an appreciation for humankind's achievements. Taken as a whole, the general education program serves as a catalyst to help students effectively interact and communicate in a diverse and rapidly changing world.

## **Value Statements**

The following values reinforce the College's mission and goals, serving as ethical guideposts for faculty and staff to use in all interactions at the College:

- Integrity, requiring consistency, honor, and fidelity in all actions and decisions made by the College.
- Genuine concern for the student, as reflected in all communication, instruction, and demeanor of faculty and staff.
- Fairness, as exemplified by equitability in educational and disciplinary decisions.
- Honesty in all things related to the institution, its programs, and its constituents.
- Employee teamwork, functioning effectively to coordinate and deliver all academic and support services.
- Ethics indicative of the moral foundation of the College and as the critical element in all College activities and decisions.
- Dedication of the faculty and academic administration to the performance of all endeavors and activities in a worthy and admirable manner.
- Diversity in offering appropriate, timely, and practical information to a unique and divergent community of learners.

## **OWNERSHIP**

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Brown Mackie College - Salina is owned by Brown Mackie College - Salina LLC, which is owned by Brown Mackie Education Corporation. Brown Mackie College—Salina has the following branches: Brown Mackie College—Kansas City and Brown Mackie College - Oklahoma City. Brown Mackie College—Salina also operates a learning site 2525 S. Ohio Street, Salina, KS 67401.

Brown Mackie College - Kansas City is owned by Brown Mackie College – Kansas City LLC, which is owned by Brown Mackie College - Salina LLC. Brown Mackie College - Kansas City also operates a learning site at 450 N. Rogers Rd, Suite 450, Olathe, KS 66062. Brown Mackie College—Kansas City is a branch of Brown Mackie College—Salina.

Brown Mackie College - Oklahoma City is owned by Brown Mackie College – Oklahoma City LLC, which is owned by Brown Mackie College - Salina LLC. Brown Mackie College—Oklahoma City is a branch of Brown Mackie College—Salina. Brown Mackie Education Corporation, through two intermediary companies, is a subsidiary of Education Management Corporation. Education Management Corporation is located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222. Education Management Corporation can be contacted toll-free at 800-275-2440 and at [www.brownmackie.edu](http://www.brownmackie.edu).

### **Board of Directors of Education Management Corporation**

John R. McKernan, Jr.

*Chairman, Education Management Corporation*

Todd S. Nelson

*Chief Executive Officer, Education Management Corporation*

Mick J. Beekhuizen

*Vice President, Goldman Sachs & Co.*

Samuel C. Cowley

*Executive Vice President, Business Development, General Counsel and Secretary, Matrixx Initiatives, Inc.*

Adrian M. Jones

*Managing Director, Goldman Sachs & Co.*

Jeffery T. Leeds

*President and co-founder of Leeds Equity Partners*

Leo F. Mullin

*Retired. Served as Chief Executive Officer of Delta Airlines from 1997 and Chairman from 1999 until his retirement in 2004.*

Paul J. Salem

*Senior Managing Director and co-founder of Providence Equity Partners*

Peter O. Wilde

*Managing Director, Providence Equity Partners*

### **Principal Officers of Education Management Corporation**

John R. McKernan, Jr.

*Chairman, Education Management Corporation*

Todd S. Nelson

*Chief Executive Officer, Education Management Corporation*

Edward West

*President and Chief Financial Officer, Education Management Corporation*

# ADMINISTRATION

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## **Brown Mackie College — Salina Administration**

Institutional & Campus President	Judy Holmes, MBA, Baker College
Dean of Academic Affairs	Dennis Rittle, PhD, Regent University
Director of Admissions	Diann Heath
Director of Financial Aid	Betty Charles
Registrar	Lisa Graves
Director of Career Services	Garnett Zamboni
Librarian	Dolores Hill
Accounting Supervisor	Lorrie Noeller

## **Brown Mackie College — Kansas City Administration**

Campus President	
Dean of Academic Affairs	Connie Beene, MS, Emporia State University
Director of Admissions	Robert Smith
Director of Financial Aid	Cheryl Hanerhoff
Registrar	Mary Lou Whitton
Director of Career Services	Micki Holliday
Librarian	Gina McCoy
Accounting Supervisor	Ann Luchen

## **Brown Mackie College — Oklahoma City Administration**

Campus President	Debi O’Dea, DM, University of Phoenix
Dean of Academic Affairs	Lee Niles, PhD, Texas A&M
Director of Admissions	Cindy Schrader
Registrar	Ramah Nation

## **Board of Trustees**

Brown Mackie College is governed by a Board of Trustees. The board members represent the public good, and the names of all Board of Trustees members are given below.

R. John Reynolds, PhD, Board Chairman

Tri-State University, Angola, IN and Chancellor, Salem International University, Salem, WV

John Hanrahan, Vice Chair

President North American Financial Resources, Overland Park, KS

Elsie Faciane, JD, MHA

VP/Chief Legal Officer, HCA Midwest, Kansas City, MO

Joseph Emmons, PhD

President Garden City Community College

Lyman Ott, PhD

Member of the Industrial Research Institute, the Drug Information Association and the Biometric Society.

Judy Holmes

President of the College, Salina, KS, Kansas City, KS, and Oklahoma City, OK

Danny Finuf

President, Brown Mackie Colleges, Education Management Corporation, Pittsburgh, PA

# ACCREDITATION AND AFFILIATIONS

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## **Institutional Accreditation**

### *Brown Mackie College — Salina*

Brown Mackie College - Salina is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 1-800-621-7440, [www.ncahlc.org](http://www.ncahlc.org)).

### *Brown Mackie College — Kansas City*

Brown Mackie College – Kansas City is a branch of Brown Mackie College – Salina which is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 1-800-621-7440, [www.ncahlc.org](http://www.ncahlc.org)).

### *Brown Mackie College — Oklahoma City*

Brown Mackie College – Oklahoma City is a branch of Brown Mackie College – Salina which is accredited by the Higher Learning Commission and is a member of the North Central Association (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 1-800-621-7440, [www.ncahlc.org](http://www.ncahlc.org)).

## **State Licensure**

Brown Mackie College – Salina is approved and authorized to grant the Associate of Applied Science (AAS) and Associate of General Studies degree by the Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368.

Brown Mackie College – Kansas City is approved and authorized to grant the Associate of Applied Science (AAS) degree by the Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368.

Brown Mackie College – Oklahoma City is licensed by the Oklahoma Board of Private Vocational Schools(OBPVS), 3700 N. Classen Boulevard, Suite 250, Oklahoma City, OK 73118-2864; 405-528-3370 .This institution has been granted authority to operate in Oklahoma by the Oklahoma State Regents for Higher Education (OSRHE), 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73101. Telephone: 405-225-9100.

## **Programmatic Accreditation**

The Occupational Therapy Assistant programs at Brown Mackie College – Salina and Brown Mackie College – Kansas City are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is 301-652-2682.

The Associate of Applied Science Nursing program and the Practical Nursing program at Brown Mackie College Salina and Kansas City are approved by the Kansas State Board of Nursing, London State Office Building, 900 SW Jackson Street Suite 1051, Topeka, KS 66612; 785-296-4929.

## **Veterans Administration**

The degree programs described in this catalog are approved for veterans' training by the state of Kansas and the state of Missouri Approving Agencies for Veterans Training.

## **Affiliations**

- Brown Mackie College – Kansas City and Brown Mackie College – Salina are approved by Kansas Department of Social and Rehabilitation Services, Division of Vocational Rehabilitation
- Brown Mackie College – Kansas City and Brown Mackie College – Salina are approved by Kansas Veterans Commission
- Brown Mackie College – Salina is approved by Microsoft Corporation as an IT Academy Program
- Brown Mackie College – Kansas City is approved by State of Missouri, Division of Vocational Rehabilitation
- Brown Mackie College – Kansas City and Brown Mackie College – Salina hold membership in the American Association of Collegiate Registrars and Admissions Officers
- Brown Mackie College – Kansas City and Brown Mackie College – Salina hold membership in the Better Business Bureau
- Brown Mackie College – Kansas City and Brown Mackie College – Salina hold membership in the Kansas Association of Collegiate Registrars and Admissions Officers
- Brown Mackie College – Kansas City and Brown Mackie College – Salina hold membership in the Kansas Association of Student Financial Aid Administrators
- Brown Mackie College – Kansas City and Brown Mackie College – Salina hold membership in the Kansas Library Association
- Brown Mackie College – Kansas City holds membership in the Lenexa Area Chamber of Commerce

- Brown Mackie College – Salina holds membership in the National Junior College Athletic Association  
Brown Mackie College – Salina holds membership in Salina Area Chamber of Commerce

Brown Mackie College – Kansas City, Brown Mackie College – Oklahoma City, and Brown Mackie College – Salina also benefit from Community Advisory Councils comprising area professionals who serve in a continual advisory capacity. These advisors meet on a formal and informal basis with College administration and faculty, and assist in matters of course design, curriculum development, and employment needs and expectations.

### **U.S. Department of Education**

The College is eligible for, and participates in, certain Title IV financial aid programs and vocational education contracts with private vocational institutions. The College is authorized to enroll students as Vocational Rehabilitation program participants and as Social Security beneficiaries. The College does not participate in the Department of Education's Leave of Absence Program.

# ADMISSION

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## General Admission Requirements

Each applicant for admission is assigned an assistant director of Admissions who directs the applicant through the steps of the admissions process, providing information on curriculum, policies, procedures, and services, and assisting the applicant in setting necessary appointments and interviews. To qualify for admission, applicants must be a graduate of a public or private high school or a correspondence school or education center that is accredited by an agency that is recognized by the U.S. Department of Education or the State's Department of Education or any of its approved agents, or provide official documentation of high school graduation equivalency. As part of the admissions process applicants must sign a document attesting to graduation or completion and containing the information to obtain verification of such. Official high school transcripts or official documentation of high school graduation equivalency must be obtained within the first term (90 days) or the student will be withdrawn from the institution following established guidelines for withdrawn students noted in the catalog. Title IV aid will not be dispersed until verification of graduation or completion has been received by the College.

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

All transcripts or other documentation related to graduation or completion becomes the property of the College. Admission to the College is based upon the applicant's meeting the above requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. If previous academic records indicate that the College's education and training would not benefit the applicant, the College reserves the right to advise the applicant not to enroll. **It is the responsibility of the applicant to ensure that the College receives all required documentation, and all records provided become the property of the College. No action upon an application for admission will proceed without the required documentation.**

## Orientation

New students are required to attend an orientation program to familiarize them with the College's policies, personnel, and resources. Orientation is scheduled in the week prior to the start of each month's classes (see "Academic Calendar"). Enrolling students are notified of the dates and times of orientation.

## Transfer Credits

The College evaluates credits for transfer from accredited colleges and universities, including technical and business colleges. The following criteria are applied in examining credits for transfer:

- The accreditation of the institution at which the credits have been earned.
- The age of the credits earned, as an indication of the persistence of the skills or knowledge. Credits more than ten years old are generally not accepted.
- The compatibility of the course description and objectives with those of appropriate courses in the student's program at the College.
- The grade earned in the course, which must be at least a *C* (or 2.00 on a 4.00 scale).
- The convertibility of the credit hours earned, 1 semester credit hour converting as 1.5 quarter credit hours.
- Some previously completed courses crucial to programmatic outcomes, otherwise eligible for consideration of transfer, may not transfer. The dean of academic affairs will make the final determination on acceptance of the credits, with input from the faculty.
- Clinical courses previously earned in an allied health program must have been completed no more than one year prior to enrollment into an allied health program at the College.
- Official transcripts for use in determining transferability of credit must be to the school by the end of the student's first month or the credits will not be considered for transfer. Students may also be asked to provide additional documentation such as a course syllabus to determine transferability.

The College does not imply, promise, or guarantee that credits earned at the College will transfer to other institutions, since such determinations are made according to the policies of the receiving institution. See “Transferability of College Credits” for the full policy concerning credit transfer.

### **Transcripts**

Official evaluation of a collegiate transcript is conducted only upon receipt of an official transcript received directly from the institution at which the courses under consideration have been earned. Faxed transcripts are **acceptable** forms of official transcripts as long as they are faxed directly from the sending institution. The fax must include both the front and the back of the transcript so that the legend and school address are available. Only graded courses taken for collegiate credit are eligible for transfer; ineligible courses include pass/fail courses, audited courses, continuing education courses, remedial and developmental courses, and courses in English as a second language. Transferred credits are applied to the student’s program, but carry no grade and are not computed in determining the student’s grade point average. It is the responsibility of the student to ensure that the College receives all official transcripts, and the transcripts provided become the property of the College.

### **Other Sources of Credit**

Students may be permitted to have credit applied to their graduation requirements from such sources as the College Level Examination Program® (CLEP)® and education programs sponsored by the military, as well as other methods of proficiency testing. Questions regarding such options should be addressed to the Academic Affairs Office. Students seeking credit for *life experience* may do so based *only* on work experience, military experience or a combination of the two as validated through CLEP® testing. Crediting of any course through such options is indicated in the student’s transcript by a grade of *Proficiency (PR)*, which is not computed in determining the student’s grade point average. No more than 30% of the student’s program’s credits may be awarded through this CLEP®-validated life experience option.

### **Credits Earned at the College**

Credits earned at any Brown Mackie College school are acceptable at the College, with the following provisions:

- Credits earned under previous catalogs must be compatible with program requirements of the current catalog.
- Older credits are subject to the age restrictions indicated under “Transfer Credits.”
- Credits approved are applied to the student’s current program as *TR* and are not part of the CGPA calculations but are considered in the Maximum Allowable Timeframe. Refer to the Standards of Satisfactory Academic Progress policy for further information.

The College does not imply, promise, or guarantee that credits earned in the College will transfer to other institutions, since such determinations are made according to the policies of the receiving institution. See “Transferability of College Credits” for the full policy concerning credit transfer.

### **Residency Requirement**

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

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

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

### **Transitional Studies Courses**

Based on the results of the academic placement test, students may be required to take transitional studies courses. Students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation, nor do they count in the cumulative grade point average (CGPA); however, they do count in determining the maximum timeframe and the incremental completion rate.

Each individual transitional studies course may be attempted no more than three times, except for students enrolled in the Occupational Therapy program who may attempt no more than two times. Failure to pass the courses within three attempts will result in termination from the College.

### **Language Requirements**

All applicants to the College whose first language is not English must demonstrate competence in the English language. Demonstration that English is an applicant's "first" language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant's "first" language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL Internet (iBT) equivalent. A minimum score of 480 on the written TOEFL or 55 on the TOEFL Internet (iBT) is required for diploma programs. A minimum of 500 on the written TOEFL or 61 on the TOEFL Internet (iBT) is required for all associate and bachelor's level degree programs. A minimum of 550 on the written TOEFL or 79 on the TOEFL Internet (iBT) is required for master's level degree programs.

Applicants should contact the Admissions Office to determine other examinations for which official scores, equivalent to TOEFL, are acceptable as an alternative to TOEFL.

The above stated English language proficiency requirements are effective November 1, 2004.

Brown Mackie College – Salina, Brown Mackie College – Kansas City, are authorized under federal law to admit non immigrant students.

# ACADEMIC CALENDAR: 2011

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

### SPRING QUARTER

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

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

### SUMMER QUARTER

July	New Student Orientation		Week of June 26
	Fourth of July Recess	Monday	July 4
	Classes Begin	Tuesday	July 5
	Final Examinations		Week of July 24
	Classes End	Saturday	July 30
August	New Student Orientation		Week of July 24
	Classes Begin	Monday	August 1
	Final Examinations		Week of August 21
	Classes End	Saturday	August 27
September	New Student Orientation		Week of August 21
	Classes Begin	Monday	August 29
	Labor Day Recess	Monday	September 5
	Final Examinations		Week of September 25
	Classes End	Saturday	September 24

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

### FALL QUARTER

October	New Student Orientation		Week of September 25
	Classes Begin	Monday	October 3
	Final Examinations		Week of October 23
	Classes End	Saturday	October 29
November	New Student Orientation		Week of October 23
	Classes Begin	Monday	October 31
	Final Examinations		Week of November 20
	Classes End	Wednesday	November 23
December	New Student Orientation		Week of November 20
	Classes Begin	Monday	November 28
	Final Examinations		Week of December 18
	Classes End	Friday	December 22

## 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

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## 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 18
	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.*

# ACADEMIC INFORMATION

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## Certification and Licensure

### *Criminal Background*

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

### *Occupational Therapy Assistant*

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

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

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

Kansas State Board of Healing Arts  
235 S. Topeka Boulevard  
Topeka, KS 66603-3068  
(785) 296-7413  
Toll Free: 1-888-886-7205  
Fax: (785) 296-0852  
<http://www.ksbha.org/licensure.html>

### *Nursing and Practical Nursing*

Graduates from the nursing program are eligible to have their name submitted to respective boards of nursing to apply for the ability to sit for the National Council for Licensure Examination (NCLEX-PN or NCLEX-RN). Applications for licensure by examination must be completed by each candidate and submitted with the appropriate fees to the respective board of nursing.

Registration with NCLEX must be completed according to the instructions in the NCLEX Candidate Bulletin. Both the board of nursing licensure application and the NCLEX registration process must be completed and fees paid before eligibility to take the examination can be granted by the respective board.

Graduates may obtain further information by contacting:

Kansas State Board of Nursing  
Landon State Office Building  
900 SW Jackson Street  
Suite 1051  
Topeka, Kansas 66612-1230  
Main: 785-296-4929  
[www.ksbn.org](http://www.ksbn.org)

Or, the respective state board of their choice

## **Programs Offered By Campus**

*Not all programs are offered at all locations.*

*\*\* Programs offered at Brown Mackie College — Oklahoma City location*

The Associate of Applied Science degree is awarded in:

**Accounting Technology \*\***

**Architectural Design & Drafting**

**Bio Science Laboratory Technician**

**Business Management \*\***

**Computer Aided Design & Drafting Technology**

**Computer Networking & Applications (offered only at Brown Mackie College Salina)**

**Criminal Justice**

**Health & Fitness Training**

**Health Care Administration\*\***

**Medical Assisting \*\***

**Nursing**

**Occupational Therapy Assistant**

**Office Management \*\***

**Paralegal \*\***

**Veterinary Technology**

**Associates of General Studies (offered only at Brown Mackie College – Salina)**

Diplomas are awarded in:

**Accounting**

**Business**

**Computer Aided Design & Drafting Technician**

**Computer Software Applications**

**Criminal Justice**

**Fitness Trainer**

**Medical Assistant**

**Paralegal Assistant**

Certificates are awarded in:

**Computer Networking (Salina only)**

**Practical Nursing**

The College reserves the right to add or delete programs of study. Further, the College reserves the right to add or delete courses within published programs of study. Continuing students enrolled in published programs will be notified in advance of adjustments in their programs and will be protected from undue hardship which might otherwise result from such adjustments.

## **Externship Requirement**

Students should be aware that a criminal background and drug screening check may be required in order for them to complete the externship requirements of the program.

## ***Associate of Applied Science: ACCOUNTING TECHNOLOGY***

Offered at Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College – Oklahoma City.

The associate’s degree program in Accounting Technology is offered for those persons who desire a program that is designed to prepare them to seek entry-level employment and advancement in accounting positions in various types of business organizations. The program is designed to meet its objective through instruction in appropriate accounting, business, and general education courses.

Graduates of the program will be able to:

- Apply the fundamental principles of accounting to workplace problems, using generally accepted principles and procedures.
- Operate computerized accounting systems to address accounting and business applications.
- Prepare, maintain, interpret, and analyze basic financial statements, and apply the relationship of these statements to the accounting equation.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II .....	4
AC 1013 Principles of Accounting III.....	4
AC 1710 Payroll Management.....	4
AC 2015 Computerized Accounting Systems .....	4
AC 2210 Tax Accounting.....	4
AC 2900 Accounting Externship.....	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
EN 1200 Business Communications .....	4
MC 1211 Spreadsheets I.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
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 2000 Introduction to Literature* .....	4
GV 1150 American Constitutional Law.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1311 Word Processing I.....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

# ***Associate of Applied Science: ARCHITECTURAL DESIGN & DRAFTING TECHNOLOGY***

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City.

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 provides 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.

Graduates will be able to:

- Possess working knowledge in basic drafting technology.
- Demonstrate basic computer-aided design project skills.
- Apply engineering/design theory and industry-accepted standards and practices.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b><u>Concentration</u></b>	<b><u>48 Quarter Credit Hours</u></b>
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
<b><u>Core Curriculum</u></b>	<b><u>48 Quarter Credit Hours</u></b>
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
<b>Total quarter credit hours required</b>	<b>96</b>

\* Indicates a general education course.

## ***Associate of Applied Science: BIOSCIENCE LABORATORY TECHNOLOGY***

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City.

The associate degree program in Bioscience Laboratory Technology is designed to prepare students for an entry-level career as a laboratory technician in a variety of laboratory settings. These settings can include large and small companies, research institutes, with local and state agencies, and in private laboratories.

Graduates of the program will be able to:

- Work with scientists who use processes or principles of living organisms to solve problems.
- Prepare and maintain supplies, work areas, and specimens for examinations.
- Prepare, clean and troubleshoot laboratory equipment for scientific examinations.
- Perform analysis and evaluation of experiments involving chemical substances in products and food items.

<b><u>Concentration</u></b>	<b><u>48 Quarter Credit Hours</u></b>
CHM 2210 Principles of Chemistry.....	4
BIO 1800 Introduction to Biology .....	4
BIO 2100 Elements of Microbiology.....	4
BIO 2500 Essentials of Cell Biology and Culturing.....	4
LSC 1200 Introduction to Laboratory Science .....	4
LSC 1800 Introduction to Biotechnology .....	4
LSC 2001 Laboratory Science I.....	4
LSC 2002 Laboratory Science II .....	4
LSC 2003 Advanced Laboratory Science.....	4
LSC 2100 Technical Report Writing .....	4
LSC 2200 Standard Operating Procedures for Laboratories.....	4
LSC 2900 Externship in Bioscience Laboratory Technology.....	4
<b><u>Core Curriculum</u></b>	<b><u>48 Quarter Credit Hours</u></b>
CF 1100 Professional Development .....	4
CM 1200 Effective Public Speaking* .....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II* .....	4
EN 2000 Introduction to Literature* .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1211 Spreadsheets I .....	4
MC 1311 Word Processing I.....	4
MC 1400 Database Applications .....	4
MT 1800 College Algebra* .....	4
PHL 2100 Bioethics.....	4
PS 1200 Principles of Psychology* .....	4
<b>Total quarter credit hours required</b>	<b>96</b>

\* Indicates a general education course

## ***Associate of Applied Science: BUSINESS MANAGEMENT***

Offered at Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College – Oklahoma City.

The associate’s degree program in Business Management is designed to equip graduates with the knowledge and skills necessary to enter the contemporary world of business management. The curriculum reaches this objective through coursework in management principles, technical business procedures, computer operations, and general education. The program is designed to prepare the graduate to seek a variety of entry-level management positions.

Graduates of the program will be able to:

- Employ the vocabulary, rules, and procedures associated with the business culture.
- Utilize appropriate technologies to address business needs.
- Apply business principles and theories to workplace problems.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1710 Payroll Management.....	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
BA 1300 Small Business Management.....	4
BA 2220 Marketing and Advertising.....	4
BA 2600 Principles of Finance.....	4
BA 2900 Business Externship.....	4
EN 1200 Business Communications.....	4
MC 1211 Spreadsheets I.....	4
MC 1700 Professional Presentation Techniques.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
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 2000 Introduction to Literature*.....	4
GV 1150 American Constitutional Law.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1311 Word Processing I.....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*.....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

## ***Associate of Applied Science: COMPUTER AIDED DESIGN & DRAFTING TECHNOLOGY***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The associate’s degree program in Computer Aided Design & Drafting Technology is designed to prepare students with the necessary technical knowledge and skills to seek entry-level positions in computer aided design and drafting (CADD) operations. The program is designed to provide students with a combination of mechanical and computer aided drafting and design skills, as well as general education, to meet the expanding demand for these applications in a variety of industries.

Graduates of the program will be able to:

- Exhibit proficiency in using basic drafting technology.
- Demonstrate basic computer-aided design project skills.
- Apply engineering/design theory, industry accepted standards, and practices.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
CD 1105 Fundamentals of Drafting.....	4
CD 1120 Multiview Drawing .....	4
CD 1130 Dimensioning and Tolerancing .....	4
CD 1140 Technical Drawing .....	4
CD 1200 Descriptive Geometry.....	4
CD 2150 Fastening Devices.....	4
CD 2160 Detail Drawing .....	4
CD 2170 AutoCAD Customization .....	4
CD 2250 3-Dimensional Graphics.....	4
CD 2260 Solid Modeling.....	4
CD 2900 CADD Externship .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
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
MC 1311 Word Processing I .....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

## ***Associate of Applied Science: COMPUTER NETWORKING & APPLICATIONS***

Offered at Brown Mackie College – Salina.

The associate’s degree program in Computer Networking & Applications is designed to provide students with a foundation to seek employment in entry-level networking or systems analysis positions. Following an introduction to computer concepts and applications, a Microsoft-approved curriculum offers preparation for the testing required for Microsoft Certified Systems Engineer (MCSE) certification\*\*, qualifying graduates for positions in networking and systems analysis. Technical courses provide hands-on experience in building, troubleshooting, designing, and implementing networks. Beyond the technical curriculum, the program meets its educational objectives through appropriate business and general education courses.

Graduates of the program will be able to:

- Exhibit the knowledge of computer network installation, configuration, and administration.
- Demonstrate the ability to design and manage security for a computer network.
- Detect, troubleshoot, and repair problems in computer software, hardware, and network systems.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
BA 1000 Introduction to Business .....	4
CN 1213 Windows Professional .....	4
CN 1223 Windows Server .....	4
CN 1233 Directory Services Infrastructure .....	4
CN 1243 Network Infrastructure Implementation and Administration .....	4
CN 1253 Network Infrastructure Design and Security Design.....	4
CN 1263 Exchange Server.....	4
CN 2900 Computer Networking and Applications Externship .....	4
EN 1200 Business Communications .....	4
ET 2201 Computer Repair: Systems and Software.....	4
ET 2202 Computer Repair: Hardware Applications .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BA 1140 Business Law.....	4
BA 1250 Human Resource .....	4
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 2000 Introduction to Literature* .....	4
GV 1150 American Constitutional Law.....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

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

## ***Associate of Applied Science: CRIMINAL JUSTICE***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The associate’s degree program in Criminal Justice is designed to prepare graduates to seek entry-level job opportunities in law enforcement, corrections, investigations, juvenile law, and security. An associate’s degree in Criminal Justice offers students a solid foundation in human service-related fields.\*\*

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.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
BA 1140 Business Law.....	4
CJ 1150 Introduction to Criminal Justice .....	4
CJ 1550 Criminal Investigation and Police Procedure .....	4
CJ 1650 Correctional Systems and Practices.....	4
CJ 2150 Criminal Procedure.....	4
CJ 2250 Juvenile Justice.....	4
CJ 2900 Criminal Justice Externship.....	4
GV 1150 American Constitutional Law.....	4
PL 1122 Legal Research .....	4
PL 1123 Legal Writing .....	4
PL 1230 Family Law .....	4
PL 1830 Criminal Law.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
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 1150 Introduction to Microcomputer Applications.....	4
MC 1311 Word Processing I.....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

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

## ***Associate of General Studies: GENERAL STUDIES***

Offered at Brown Mackie College – Salina

The General Studies at Brown Mackie College is designed to provide students a broad range of knowledge through an introduction to a variety of career paths. The degree program is designed to offer a greater level of flexibility for students who may be unsure of their career choice, want a more generalized education, or who want to prepare for and transfer into a baccalaureate program.

Graduates of the program will be able to:

- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.
- Communicate effectively with persons of diverse backgrounds, in both educational and professional settings, by utilizing various forms of communication that include spoken, written, computer-mediated, and symbolic language.
- Apply systematic methods of inquiry, effective reasoning, and analytical thinking skills to identify, investigate, and solve problems in educational and professional contexts.
- Engage in self-initiated learning and discovery, thereby integrating the educational process into everyday life.

<b>Concentration</b>	<b>20 Quarter Credit Hours</b>
BA 1000 Introduction to Business.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I.....	4
PS 1202 Human Growth & Development.....	4
<b>Electives (Choose seven)</b>	<b>28 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1710 Payroll Management.....	4
BA 1250 Human Resources.....	4
BA 1140 Business Law.....	4
BA 1300 Small Business Management.....	4
BA 2220 Marketing and Advertising.....	4
CJ 1100 Introduction to Criminal Justice.....	4
GV 1150 American Constitution Law.....	4
MC 1800 Internet Research.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
MC 1400 Database Applications.....	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 1312 Word Processing II.....	4
MC 1700 Professional Presentation Techniques.....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*.....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

## ***Associate of Applied Science: HEALTH AND FITNESS TRAINING***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The associate's degree program provides students with skills and knowledge to gain an entry-level position in the health, fitness, and wellness or the recreation industry. Graduates will be prepared to assess health and fitness levels, design, implement, and promote safe effective exercise programs for various populations, screen clients for contraindications to exercise and sit for national certification exams.

Graduates of the program will be able to:

- Understand the natural sciences informing the study of an allied health program.
- Demonstrate an ability to teach appropriate modifications in specific exercises for most populations.
- Employ relevant regulatory, organizational and professional rules and standards associated with a health and fitness business environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
BA 1300 Small Business Management.....	4
BI 1351 Anatomy and Physiology I.....	4
BI 1352 Anatomy and Physiology II.....	4
FEX 1100 Introduction to Health and Fitness .....	4
FEX 2250 Exercise Psychology.....	4
FEX 2350 Exercise Physiology .....	4
FEX 2500 Fitness Assessment and Exercise Prescription for Health.....	4
FEX 2600 Fitness Assessment and Exercise Prescription for Sports .....	4
FEX 2900 Health and Fitness Training Externship .....	4
HC 1361 Human Diseases .....	4
HSC 1310 Kinesiology .....	4
NUT 1600 Nutrition Science.....	4

<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BI 1850 Environmental Science.....	4
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking* .....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II* .....	4
EN 1200 Business Communications .....	4
EN 2000 Introduction to Literature* .....	4
MC 1150 Introduction to Microcomputer Applications.....	4
ME 1110 Medical Terminology .....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4

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**Total quarter credit hours required** **96**

\* Indicates a general education course.

## ***Associate of Applied Science: HEALTH CARE ADMINISTRATION***

Offered at Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College – Oklahoma City.

The associate’s degree program in Health Care Administration is designed to prepare students to understand all the components that are essential to providing management and organizational support in the health care industry. Students are exposed to various health care systems and learn multiple aspects of health care administration while simultaneously being trained in the clinical aspects of providing health care to the general population. Graduates will have the opportunity to be prepared to seek entry-level administrative positions in hospitals, clinics, health care insurance offices, home health care agencies, public health settings, and any other health care settings or health care related-organizations.

Graduates of the program will be able to:

- Possess an operational understanding of the health/disease continuum.
- Apply software solutions to healthcare management problems.
- Demonstrate the ability to manage health care finances and information.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
CM 2500 Medical Ethics.....	4
HC 1000 Introduction to Health Care Services .....	4
HC 1361 Human Diseases .....	4
HC 1400 Managing Health Care Information.....	4
HC 2900 Health Care Administration Externship .....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I .....	4
ME 1110 Medical Terminology .....	4
ME 1215 Professionalism & Communication in a Health Care Setting .....	4
ME 1500 Medical Administrative Practices.....	4
ME 1560 Computerized Diagnostic Coding .....	4
ME 2720 Pharmacology.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking* .....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II* .....	4
EN 1200 Business Communications .....	4
EN 2000 Introduction to Literature* .....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1400 Database Applications.....	4
MC 1700 Professional Presentation Techniques .....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

## ***Associate of Applied Science: MEDICAL ASSISTING***

Offered at Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College – Oklahoma City.

The associate’s degree program in Medical Assisting is designed to prepare students seeking to work with, and under the direction of, physicians in the office or in other medical settings. To achieve this goal, the Medical Assisting curriculum provides study in clinical and laboratory procedures, anatomy and physiology, medical terminology, and medical office administration. Coursework in general education and business also helps the graduates in growing professionally and in developing the ability to assume leadership roles.

Graduates of the program will be able to:

- Understand the natural science informing the study of an allied health program.
- Perform appropriate skills in clinical and laboratory theory and procedures.
- Demonstrate entry-level competencies for the Medical Assistant as outlined by nationally recognized and accredited medical assisting bodies.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
BI 1351 Anatomy and Physiology I.....	4
BI 1352 Anatomy and Physiology II.....	4
EN 1200 Business Communications .....	4
MC 1311 Word Processing I .....	4
ME 1110 Medical Terminology .....	4
ME 1500 Medical Administrative Practices.....	4
ME 1850 Clinical Procedures I .....	4
ME 1860 Clinical Procedures II.....	4
ME 2420 Phlebotomy and Hematology Procedures .....	4
ME 2430 Urinalysis and Microbiology Procedures .....	4
ME 2720 Pharmacology.....	4
ME 2990 Medical Assisting Externship.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BA 1000 Introduction to Business.....	4
BA 1250 Human Resources.....	4
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking* .....	4
CM 2500 Medical Ethics.....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II*.....	4
EN 2000 Introduction to Literature* .....	4
GV 1150 American Constitutional Law.....	4
MC 1150 Introduction to Microcomputer Applications .....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

*\*Indicates a general education course.*

## ***Associate of Applied Science: NURSING***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The associate’s degree program in Nursing is designed to provide students with principles and knowledge from general education and the biological and behavioral sciences, as well as the science of nursing. This knowledge is designed to form the basis for utilizing the nursing process in a professional practice. Concurrent integration of theory into clinical practice is an important aspect of professional nursing education. The program is designed to prepare students for the testing required by the Kansas State Board of Nursing for the licensure to practice as a Registered Nurse.\*\* A Registered Nurse can work in hospitals, long-term care facilities, home health, and a variety of other health care areas.

Graduates of the program will be able to:

- Understand and apply the natural and social sciences informing the study of a nursing program.
- Demonstrate entry-level competencies for the Registered Nurse candidate as outlined by the national test plan for registered nurses.
- Apply appropriate skills at a proficient level in assessing patients and formulating care plans using theory, laboratory procedures, and sound clinical judgment within the framework of the eight roles of the Registered Nurse.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>58 Quarter Credit Hours</b>
AH 1101 Pharmacology .....	4
ME 1110 Medical Terminology .....	4
NU 1101 Foundations in Nursing .....	4
NU 1130 Nutrition .....	1
NU 1200 Nursing I.....	6
NU 1201 Nursing II .....	6
NU 1202 Nursing III .....	6
NU 2200 LPN Bridge Course.....	1
NU 2201 Nursing IV .....	6
NU 2202 Nursing V .....	6
NU 2203 Nursing VI.....	6
NU 2204 Issues in Professional Practice .....	4
PS 1202 Human Growth and Development.....	4
<b>Core Curriculum</b>	<b>52 Quarter Credit Hours</b>
BI 1351 Anatomy and Physiology .....	4
BI 1352 Anatomy and Physiology II.....	4
BI 2201 Microbiology .....	4
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking* .....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II*.....	4
EN 2000 Introduction to Literature* .....	4
HSC 2440 Pathophysiology.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>110</b>

\* Indicates a general education course.

\*\*Brown Mackie College – Salina and Brown Mackie College – Kansas City do 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 – Salina or Brown Mackie College – Kansas City.

## **Associate of Applied Science: OCCUPATIONAL THERAPY ASSISTANT**

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

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

Graduates of the program will be able to:

- Possess working knowledge in the natural sciences and technical methods informing the study of an allied health program.
- Demonstrate an ability to apply appropriate therapeutic accommodations within the scope of an assistant in occupational therapy.
- Employ relevant regulatory, organizational and professional rules and standards associated with the occupational therapy environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>56 Quarter Credit Hours</b>
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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	Fieldwork I .....	1
OT 2220	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>44 Quarter Credit Hours</b>
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BI 1361	Anatomy and Physiology .....	4
CF 1100	Professional Development.....	4
CM 1200	Effective Public Speaking* .....	4
EN 1101	Composition I* .....	4
EN 1102	Composition II*.....	4
EN 2000	Introduction to Literature* .....	4
MC 1150	Introduction to Microcomputer Applications .....	4
ME 1110	Medical Terminology .....	4
MT 1800	College Algebra* .....	4
PS 1200	Principles of Psychology* .....	4
SO 1200	Principles of Sociology* .....	4

<b>Total Quarter Credit Hours Required</b>	<b>100</b>
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## ***Associate of Applied Science: OFFICE MANAGEMENT***

Offered at Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College – Oklahoma City.

The Office Management associate’s degree program is designed to focus on standard office computer applications as well as business and accounting principles. Depth of knowledge is paired with practiced application to provide the graduate with a solid foundation necessary for entry into the business sector.

Graduates of the program will be able to:

- Demonstrate an understanding of basic administrative and customer service principles within the office environment.
- Demonstrate proficiency with cross-application integration of standard office computer applications.
- Analyze, prioritize, and sequence multiple tasks while utilizing time management skills within an office environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1710 Payroll Management.....	4
AC 2015 Computerized Accounting Systems .....	4
BA 1250 Human Resources.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I.....	4
MC 1212 Spreadsheets II .....	4
MC 1311 Word Processing I.....	4
MC 1312 Word Processing II.....	4
MC 1400 Database Applications.....	4
OM 2500 Office Management Procedures .....	4
OM 2900 Office Management Externships.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BA 1000 Introduction to Business.....	4
BA 1140 Business Law.....	4
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
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

## ***Associate of Applied Science: PARALEGAL***

Offered at Brown Mackie College – Salina, Brown Mackie College – Kansas City, and Brown Mackie College – Oklahoma City.

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

Graduates of the program will be able to:

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

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
BA 1140 Business Law.....	4
CJ 2150 Criminal Procedure.....	4
EN 1200 Business Communications .....	4
GV 1150 American Constitutional Law.....	4
PL 1122 Legal Research .....	4
PL 1123 Legal Writing .....	4
PL 1230 Family Law .....	4
PL 1450 Litigation .....	4
PL 1530 Contract Law .....	4
PL 1730 Property Law .....	4
PL 1830 Criminal Law.....	4
PL 2900 Paralegal Externship.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BA 1250 Human Resources.....	4
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 2000 Introduction to Literature* .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I .....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>96</b>

\* Indicates a general education course.

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

## ***Associate of Applied Science: VETERINARY TECHNOLOGY***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

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 have the opportunity 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 pursue entry-level employment as veterinary technicians in all fields of veterinary medicine.

Graduates of the program will be able to:

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

<b>Concentration</b>		<b>48 credit hours</b>
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 2900	Veterinary Externship I .....	4
VT 2910	Veterinary Externship II.....	4
VT 2920	Veterinary Externship III.....	4
<b>Core Curriculum</b>		<b>48 credit hours</b>
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
<b>Total Quarter Credit Hours Required</b>		<b>96</b>

\* Indicates a general education course.

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## ***Diploma: ACCOUNTING***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The diploma program in Accounting is designed to prepare students seeking entry-level employment in accounting positions in various types of business organizations. The program meets its objective through instruction in appropriate accounting, business, and technical courses.

Graduates of the program will be able to:

- Apply knowledge of accounting principals to workplace problems, using generally accepted principles and procedures.
- Operate computerized accounting systems to address accounting and business applications.
- Prepare, maintain, interpret, and analyze basic financial statements, and apply the relationship of these statements to the accounting equation.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Course Requirements</b>	<b>Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II .....	4
AC 2015 Computerized Accounting Systems .....	4
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
CF 1100 Professional Development.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I .....	4
PS 1200 Principles of Psychology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>48</b>

## ***Diploma: BUSINESS***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The diploma program in Business is designed to prepare students with the skills necessary for entry into the contemporary world of business through instruction in business practices and principles, technical business procedures, and appropriate microcomputer applications. Graduates are prepared to seek entry-level roles in a variety of business positions.

Graduates of the program will be able to:

- Employ the vocabulary, rules and procedures associated with the business culture.
- Utilize appropriate technologies to address business needs.
- Apply business principles and theories to workplace problems.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Course Requirements</b>	<b>Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
BA 1300 Small Business Management.....	4
BA 2220 Marketing and Advertising.....	4
CF 1100 Professional Development.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I .....	4
PS 1200 Principles of Psychology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>48</b>

\* Indicates a general education course.

## ***Diploma: COMPUTER AIDED DESIGN & DRAFTING TECHNICIAN***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The Computer Aided Design & Drafting Technician diploma program is designed to prepare students with the necessary technical knowledge and skills to seek entry-level positions in computer aided drafting and design (CADD) operations. The program is designed to provide students with a combination of mechanical and computer aided drafting and design skills, as well business and technical coursework, to meet the expanding demand for these applications in a variety of industries.

Graduates of the program will be able to:

- Exhibit proficiency in using basic drafting technology
- Demonstrate basic computer-aided design project skills.
- Apply engineering/design theory, industry accepted standards and practices.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Course Requirements</b>	<b>Quarter Credit Hours</b>
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
CD 1105 Fundamentals of Drafting.....	4
CD 1120 Multiview Drawing .....	4
CD 1130 Dimensioning and Tolerancing .....	4
CD 1140 Technical Drawing .....	4
CF 1100 Professional Development.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1311 Word Processing I .....	4
PS 1200 Principles of Psychology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>48</b>

\* Indicates a general education course.

## ***Diploma: COMPUTER SOFTWARE APPLICATIONS***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The diploma program in Computer Software Applications emphasizes the operations and applications of software systems in business and industry. The program is designed to assist students in becoming proficient in current PC software. Because of the variety of software applications presented, students are not restricted to employment in office administration. Typical entry-level positions sought by graduates include computerized applications specialist, computer support service specialist, computer presentation specialist, desktop publishing, word processing, administrative assistant, and computer trainer.

Graduates of the program will be able to:

- Demonstrate knowledge of basic computer concepts and applications
- Utilize current and emerging technologies in building and troubleshooting a computer network.
- Demonstrate an understanding of basic administrative principles of designing and implementing networks.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Course Requirements</b>	<b>Quarter Credit Hours</b>
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
CF 1100 Professional Development.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1211 Spreadsheets .....	4
MC 1311 Word Processing I .....	4
MC 1400 Database Applications.....	4
MC 1212 Spreadsheets II .....	4
MC 1312 Word Processing II .....	4
PS 1200 Principles of Psychology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>48</b>

\* Indicates a general education course.

## ***Diploma: CRIMINAL JUSTICE***

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City.

The diploma program in Criminal Justice is designed to prepare students who are seeking admission to law enforcement academies or entry-level employment in law enforcement, corrections, or investigations through legal, technical, and business coursework.\*\*

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.

<b>Course Requirements</b>	<b>Quarter Credit Hours</b>
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
CF 1100 Professional Development.....	4
CJ 1150 Introduction to Criminal Justice .....	4
CJ 1550 Criminal Investigation and Police Procedure .....	4
CJ 1650 Correctional Systems and Practices.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1311 Word Processing I .....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total Quarter Credit Hours Required</b>	<b>48</b>

\* Indicates a general education course.

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

## ***Diploma: FITNESS TRAINER***

Offered at Brown Mackie College - Salina and Brown Mackie College - Kansas City.

The diploma program in Fitness Trainer is designed to provide students with skills necessary for entry-level positions in the fitness and recreation industries. Graduates will have the opportunity to be trained to assess fitness levels in order to effectively design, implement, and promote safe and effective exercise programs for various populations. Graduates will also be able to screen clients for contraindications to exercise, and to sit for national certification exams.\*\*

Graduates of the program will be able to:

- Define, discuss, and apply principles from the natural sciences as they inform studies in allied health.
- Demonstrate an ability to teach specific exercises with the appropriate modifications pertinent to different populations.
- Identify and integrate the relevant regulatory, organizational, and professional guidelines and standards associated with a health and fitness business environment.
- Identify and demonstrate the characteristics and behaviors of a successful professional in the industry.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
BA 1300 Small Business Management.....	4
BI 1351 Anatomy and Physiology I .....	4
BI 1352 Anatomy and Physiology II.....	4
CF 1100 Professional Development.....	4
FEX 1100 Introduction to Health and Fitness .....	4
FEX 2250 Exercise Psychology.....	4
FEX 2350 Exercise Physiology .....	4
FEX 2500 Fitness Assessment and Exercise Prescription for Health.....	4
FEX 2600 Fitness Assessment and Exercise Prescription for Sports .....	4
FEX 2900 Health and Fitness Training Externship .....	4
HSC 1310 Kinesiology .....	4
NUT 1600 Nutrition Science.....	4
<b>Total quarter credit hours required</b>	<b>48</b>

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## ***Diploma: MEDICAL ASSISTANT***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The Medical Assistant diploma program is designed to provide students with the skills necessary to seek entry-level employment in an administrative medical setting. The program is designed to prepare students for positions under the direct supervision of a physician or medical office manager through coursework in medical office administration, clinical procedures, and pharmacology, as well as in business principles and computer operations

Graduates of the program will be able to:

- Understand the natural science informing the study of an allied health program.
- Perform appropriate skills in clinical and laboratory theory and procedures.
- Demonstrate entry-level competencies for the Medical Assistant as outlined by nationally recognized and accredited medical assisting bodies.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Course Requirements</b>	<b>Quarter Credit Hours</b>
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
CF 1100 Professional Development.....	4
CM 2500 Medical Ethics.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1311 Word Processing I.....	4
ME 1110 Medical Terminology .....	4
ME 1500 Medical Administrative Practices.....	4
ME 1850 Clinical Procedures I.....	4
ME 2720 Pharmacology.....	4
PS 1200 Principles of Psychology*.....	4
<b>Total Quarter Credit Hours Required</b>	<b>48</b>

*\*Indicates a general education course.*

## ***Diploma: PARALEGAL ASSISTANT***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

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.\*\*

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.

<b>Course Requirements</b>	<b>Quarter Credit Hours</b>
BA 1140 Business Law.....	4
BA 1250 Human Resources.....	4
CF 1100 Professional Development.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 1311 Word Processing I .....	4
PL 1122 Legal Research .....	4
PL 1123 Legal Writing .....	4
PL 1830 Criminal Law.....	4
PS 1200 Principles of Psychology .....	4
SO 1200 Principles of Sociology .....	4
<b>Total Quarter Credit Hours Required</b>	<b>48</b>

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

## ***Certificate:* COMPUTER NETWORKING**

Offered at Brown Mackie College - Salina

The certificate program in Computer Networking is a Microsoft-approved curriculum providing the student with the coursework, foundation, and training necessary to become a Microsoft Certified Systems Engineer (MCSE).\*The program is designed to prepare students for the testing required by Microsoft for MCSE licensure, which allows graduates to seek positions in computer networking and systems analysis.\* In addition to meeting the general admission requirements, applicants to this program must meet any one of the following criteria: 1) employment as an information technology professional, 2) an associate's degree program in computer science and employment in the information technology field, or 3) a bachelor's degree and current computer skills.

Graduates of the program will be able to:

- Demonstrate knowledge of basic computer concepts and applications.
- Utilize current and emerging technologies in computer networking and systems analysis.

<b>Course Requirements</b>	<b>Quarter Credit Hours</b>
CN 1213 Windows Professional.....	4
CN 1223 Windows Server .....	4
CN 1233 Directory Services Infrastructure .....	4
CN 1243 Network Infrastructure Implementation and Administration .....	4
CN 1253 Network Infrastructure Design and Security Design.....	4
CN 1263 Exchange Server.....	4
<b>Total Quarter Credit Hours Required</b>	<b>24</b>

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

## ***Certificate: PRACTICAL NURSING***

Offered at Brown Mackie College – Salina and Brown Mackie College – Kansas City.

The Certificate in Practical Nursing is designed to provide students with principles and knowledge from the biological and behavioral sciences as well as the science of nursing. This knowledge forms the basis for utilizing the nursing process in a professional practice. Concurrent integration of theory into clinical practice is an important aspect of practical nursing education. The program is designed to prepare the student for the testing required by the Kansas State Board of Nursing for the licensure to practice as a Licensed Practical Nurse.\*\* A Licensed Practical Nurse can pursue entry-level employment in hospitals, long-term care facilities, home health, and a variety of other health care areas.

Graduates of the program will be able to:

- Understand and apply the natural and social sciences informing the study of a nursing program.
- Demonstrate entry-level competencies for the Practical Nurse candidate as outlined by the national test plan for practical nurses.
- Apply appropriate skills at a proficient level in providing patient care according to care plans using theory, laboratory procedures, and sound clinical judgment within the framework of the scope of practice of the Practical Nurse.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Course Requirements</b>	<b>Quarter Credit Hours</b>
AH 1101 Pharmacology.....	4
BI 1351 Anatomy and Physiology I.....	4
BI 1352 Anatomy and Physiology II.....	4
CF 1100 Professional Development.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
ME 1110 Medical Terminology.....	4
NU 1101 Foundations of Nursing.....	4
NU 1130 Nutrition.....	1
NU 1200 Nursing I.....	6
NU 1201 Nursing II.....	6
NU 1202 Nursing III.....	6
PS 1200 Principles of Psychology*.....	4
PS 1202 Human Growth and Development.....	4
<b>Total Quarter Credit Hours Required</b>	<b>55</b>

\* Indicates a general education course.

\*\*Brown Mackie College – Salina and Brown Mackie College – Kansas City do 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 – Salina or Brown Mackie College – Kansas City.

# COURSE DESCRIPTIONS

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1000-level courses are recommended for students in the first year of their programs. Such courses are designed to prepare students for more advanced work in the same (or a related) subject area. 2000-level courses are recommended for students in the second year of their programs. Such courses often have a stated prerequisite to indicate the preparation required for successful completion of these courses.

Each course number is preceded by a two or three-letter prefix indicating the academic area or discipline to which the course belongs: Accounting (AC), Allied Health (AH), Business Administration (BA), Biology (BI or BIO), Chemistry (CHM), Computer Aided Design (CD), Computer Design Education (CDE), Career Foundations (CF), Criminal Justice (CJ), Communications (CM), Computer Networking (CN), English (EN), Electronic Technology (ET), Fitness and Exercise (FEX), Government (GV), Health Care (HC) Health Science (HSC), Laboratory Science (LSC), Microcomputer Applications (MC), Medical Education (ME), Mathematics (MT), Nursing (NU), Nutrition (NUT), Office Management (OM), Occupational Therapy (OT), Philosophy (PHL), Physics (PHY), Paralegal (PL), Psychology (PS), Sociology (SO), and Veterinary Technology (VT) .

## **AC 1011 Principles of Accounting I** (4 quarter credit hours)

Basic accounting concepts, procedures, and principles are presented. Topics include journalizing and posting entries; preparing adjustments, a worksheet, and financial statement; completing the closing process using subsidiary ledgers and special journals; and a study of accounting systems.

*Prerequisites: None*

## **AC 1012 Principles of Accounting II** (4 quarter credit hours)

A continuation of AC 1011 Principles of Accounting I. Topics include accounting procedures for merchandising businesses; accounting for cash, receivables, temporary investments, inventories, plant assets, and intangible assets; and accounting procedures for partnerships and corporations.

*Prerequisites: AC 1011*

## **AC 1013 Principles of Accounting III** (4 quarter credit hours)

A continuation of AC 1012 Principles of Accounting II. Topics include accounting procedures for partnership formation, income division, and liquidation. Additionally, the organization and equity rights of corporations will be discussed.

*Prerequisites: AC 1012*

## **AC 1710 Payroll Management** (4 quarter credit hours)

Basic concepts and procedures of payroll management. Topics include the procedures for maintaining payroll records and the preparation of the required federal, state, and local payroll tax reports.

*Prerequisites: AC 1011*

## **AC 2015 Computerized Accounting Systems** (4 quarter credit hours)

Use of the computer in solving accounting problems. The course provides the student with self- confidence in the use and understanding of an automated accounting system.

*Prerequisites: AC 1011, MC 1150*

## **AC 2210 Tax Accounting** (4 quarter credit hours)

An introduction to federal income taxes for individuals, with a brief overview of partnerships and corporations. Topics include gross income, exclusions, deductions, business expenses, credits and special taxes, and capital gains and losses.

*Prerequisites: AC 1011*

## **AC 2900 Accounting 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.

*Prerequisites: Completion of all other course requirements or departmental approval.*

\* Indicates a general education course.

**AH 1101 Pharmacology** (4 quarter credit hours)

This course examines the various types of drugs, including their actions, dosages, and toxicology. Administration of drugs in the clinical setting is also discussed.

*Prerequisites: ME 1110*

**BA 1000 Introduction to Business** (4 quarter credit hours)

This course gives the student an overview of all phases of business: ownership, marketing, personnel, finance, managerial controls, and the relationship of business with the social and economic environment in which the business operates.

*Prerequisites: None*

**BA 1140 Business Law** (4 quarter credit hours)

An introduction to contracts, termination and breach of contracts, and the application of legal principles to such areas as corporations, agencies, partnerships, and bailment.

*Prerequisites: None*

**BA 1250 Human Resources** (4 quarter credit hours)

A study of the planning, recruiting, selecting, hiring, training, appraising, and compensating of human resources. Case studies are employed in order for students to gain practical experience.

*Prerequisites: None*

**BA 1300 Small Business Management** (4 quarter credit hours)

An introduction to the intricacies of decision-making in organizing and developing a small business. Discussion focuses on the various responsibilities a small business must meet and the challenges generated by the marketplace.

*Prerequisites: None*

**BA 2220 Marketing and Advertising** (4 quarter credit hours)

An introduction to the principles of marketing and advertising, and integrating advertising and sales promotion into the world of marketing, with an emphasis on target marketing and ethics.

*Prerequisites: None*

**BA 2600 Principles of Finance** (4 quarter credit hours)

An examination of the analytical tools necessary for investigating corporate structure as well as evaluating and ranking various types of investments. Capital budgeting, return on investment, required rate of return, present value, and other investment techniques are studied.

*Prerequisites: AC 1011*

**BA 2900 Business 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.

*Prerequisites: Completion of all other course requirements or departmental approval.*

**BI 1351 Anatomy and Physiology I** (4 quarter credit hours)

The structure and function of the human body is studied as an integrated whole. The course begins with basic anatomy terminology, then progresses into the cell, tissues, and the following body systems: integumentary, skeletal, nervous, muscular and senses. The course includes a structure lab experience including structure of the body, tissues, and organ systems.

*Prerequisites: ME 1110*

**BI 1352 Anatomy and Physiology II** (4 quarter credit hours)

This course is a continuation of BI 1351 Anatomy and Physiology I, including the following body systems: endocrine, blood, circulatory, lymph, immune, respiratory, digestive, urinary and reproductive. Includes a structured lab experience.

*Prerequisites: BI 1351*

\* Indicates a general education course.

**BI 1361 Anatomy and Physiology** (4 quarter credit hours)

This course is an overview of the structure and function of the human body as an integrated whole, including structure of cells, tissues, organ systems, and the mechanisms of disease.

*Prerequisites: None*

**BI 1850 Environmental Science** (4 quarter credit hours)

This course is an introduction to the study of the physical environment and some of the major related issues and problems. Areas of concern include nature of the environment, climatic factors, natural resources, solid and hazardous waste, pollution, global environmental hazards, and energy production. These topics are studied in relation to population, land use, environmental ethics, decision-making, and environmental management.

*Prerequisites: None*

**BI 2201 Microbiology** (4 quarter credit hours)

This course presents a study of microorganisms and their morphological, physiological and biochemical response to the environment as well as their influence on the surroundings. The relationship of microorganisms to the anatomy and physiology of the human body, aspects of parasitism, infection state, body defenses, and methods of control and prevention of infections will be studied.

*Prerequisites: BI 1352*

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

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

*Prerequisites: MT 1800*

*\*BI 2215 is a general education course in the Veterinary Technology program only*

**BIO 1800 Introduction to Biology** (4 quarter credit hours)

This course introduces biology, scientific methods, biological chemistry, and energy for life. This course also exposes students to the organization of humans and plants, basic genetics, and evolutionary concepts. In addition, the student will complete writing assignments that serve to introduce scientific literature.

*Prerequisites: None*

**BIO 2100 Elements of Microbiology** (4 quarter credit hours)

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

*Prerequisite: BIO 1800*

**BIO 2500 Essentials of Cell Biology and Culturing** (4 quarter credit hours)

This course provides a basic introduction to cell biology as it relates to the culturing of animal cells in the modern biotechnology laboratory. Emphasis is placed on the practical aspects of cell culturing including sterilizing equipment and waste, preparing cell culture media, and developing proper sterile cell culture technique through the maintenance of cell lines. Students will be able to prevent, detect, and treat contamination in cultures, and apply the basics of light microscopy, cloning, and Good Laboratory Practice.

*Prerequisites: MT 1800*

**CD 1105 Fundamentals of Drafting** (4 quarter credit hours)

An introduction to computer-aided drafting, with an emphasis on AutoCAD software. Instruction in drawing lines, arcs, circles, text, and geometric construction.

*Prerequisites: MC 1150*

**CD 1120 Multiview Drawing** (4 quarter credit hours)

An introduction to multiview drawing using AutoCAD software and manual drafting techniques. Orthographic projection principles, editing commands, prototype drawings, and plotting are also covered.

*Prerequisites: CD 1105*

*\* Indicates a general education course.*

**CD 1130 Dimensioning and Tolerancing** (4 quarter credit hours)

An introduction to dimensioning. Basic dimensioning using manual and CAD techniques is presented. Geometric tolerancing, feature control frames, editing dimensions, and creating dimension styles with AutoCAD software are introduced.

*Prerequisites: CD 1105*

**CD 1140 Technical Drawing** (4 quarter credit hours)

An introduction to pictorial and sectional drawing. Isometric and sectional drawings are presented using both manual and computer-aided techniques.

*Prerequisites: CD 1105*

**CD 1200 Descriptive Geometry** (4 quarter credit hours)

The study of the spatial relationships of points, lines, and planes. Parallelism, perpendicularity, intersections, and developments are covered in detail.

*Prerequisites: CD 1105*

**CD 2150 Fastening Devices** (4 quarter credit hours)

An introduction to threads, fastening devices, and welding symbols using computer aided and manual drafting methods. The creation of blocks and attributes with AutoCAD software is also covered.

*Prerequisites: CD 1105*

**CD 2160 Detail Drawing** (4 quarter credit hours)

Students learn to create detail and assembly drawings using CAD and manual drawing procedures. A discussion of industrial manufacturing processes is presented.

*Prerequisites: CD 1105*

**CD 2170 AutoCAD Customization** (4 quarter credit hours)

An introduction to the internal structure of AutoCAD menus. Students learn to create and modify a variety of button, screen, pull-down, and icon menus. Creating custom linetypes and hatch patterns are introduced.

*Prerequisites: CD 1105*

**CD 2250 3-Dimensional Graphics** (4 quarter credit hours)

An introduction to the concepts of 3-D drawing. Students learn the proper use of user and world coordinates. 3-D visualization, extruded and wireframe 3-D shapes, drawings, and surface modeling are discussed.

*Prerequisites: CD 1105*

**CD 2260 Solid Modeling** (4 quarter credit hours)

An introduction to computer-generated solid modeling. Students learn to construct solid models using primitives, extruded objects, and Boolean operations. The generation of mass property reports and sectional profiles is presented. The application of various lighting, color, and surface texture options to 3-D drawings to create realistic views for demonstration and client presentation is introduced.

*Prerequisites: CD 2250*

**CD 2900 CADD 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.

*Prerequisites: Completion of all other course requirements or departmental approval.*

**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.

*Prerequisites: MC 1150*

\* Indicates a general education course.

**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.

*Prerequisites: CDE 1100*

**CDE 1500 3-Dimensional Graphics** (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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: 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.

*Prerequisites: CDE 2012*

\* Indicates a general education course.

**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, if any, to the student while working on the externship site is solely at the discretion of the externship partner (employer).

*Prerequisites: Completion of all other course requirements or departmental approval*

**CF 1100 Professional Development** (4 quarter credit hours)

Development of skills for collegiate success, including techniques for effective use of texts, productive studying and note-taking, and success in tests and other assignments. The course also emphasizes professional expectations, communication skills, academic policies and issues, time management, problem solving, and effective and ethical use of resources.

*Prerequisites: None*

**CF 2990 Capstone Course** (4 quarter credit hours)

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

*Prerequisites: Completion of all other course requirements or departmental approval*

**CHM 2210 Principles of Chemistry** (4 quarter credit hours)

This course will cover basic principles and terminology of inorganic chemistry, organic chemistry and biochemistry. After completing this course, students will apply fundamentals, problem solving skills and critical thinking to real-world applications.

*Prerequisites: MT 1800*

**CJ 1150 Introduction to Criminal Justice** (4 quarter credit hours)

This course provides students with a thorough understanding of the relationships and functions of the various police agencies and their respective jurisdictions, defense and prosecution, judges and juries, and personnel affiliated with correctional institutions.

*Prerequisites: None*

**CJ 1550 Criminal Investigation and Police Procedure** (4 quarter credit hours)

A comprehensive examination of the investigative procedures and techniques in the field of criminal investigation. This includes the recording of witness statements, interviewing, and the writing of reports. The course also includes an overview of standard police procedures and technological innovations. The course consists of 60 percent in-class study and 40 percent field study (lab assignments.)

*Prerequisites: CJ 1150*

**CJ 1650 Correctional Systems and Practices** (4 quarter credit hours)

An examination of the correctional system and practices in criminal justice. Topics include the theoretical basis for the correctional system, organizational structures, management and operation of correctional facilities, rehabilitation, treatments, and alternatives.

*Prerequisites: None*

**CJ 2150 Criminal Procedure** (4 quarter credit hours)

Emphasis is placed upon practical guidelines for law enforcement officers with respect to the legal aspects of their daily duties and the rights of defendants. The goal of the course is to make students knowledgeable in the procedures applied from criminal investigation to post-conviction remedies.

*Prerequisites: None*

**CJ 2250 Juvenile Justice** (4 quarter credit hours)

This course provides a study of juvenile delinquency by describing and analyzing its nature and extent, its suspected causes, and the environmental influences upon youthful misbehavior.

*Prerequisites: None*

\* Indicates a general education course.

**CJ 2900 Criminal Justice 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.

*Prerequisites: Completion of all other course requirements or departmental approval.*

**CM 1200 Effective Public Speaking\*** (4 quarter credit hours)

An introduction to the principles and practices of topic selection, research, audience analysis, organization, style, and delivery of oral presentations. A variety of informative, persuasive, and group presentations are required.

*Prerequisites: None*

**CM 1800 Ethics** (4 quarter credit hours)

This course introduces the student to moral principles and helps them to identify and become sensitized to controversial issues and ethical problems likely to develop in the workplace. The course examines ethical and legal responsibilities of the professional as these pertain to the student's intended profession or special interest.

*Prerequisites: None*

**CM 2500 Medical Ethics** (4 quarter credit hours)

This course explores the ethical issues in health care facilities. A structured approach for identifying, analyzing, and resolving ethical issues in clinical medicine is discussed. Case studies are utilized to demonstrate the process of identifying, analyzing, and resolving ethical issues.

*Prerequisites: None*

**CN 1213 Windows Professional** (4 quarter credit hours)

This course is designed to give the student the ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows XP Professional, with emphasis upon preparation for the Microsoft Certified Professional Examination 70-270 (Installing, Configuring, and Administering Microsoft Windows XP Professional).

*Prerequisites: None*

**CN 1223 Windows Server** (4 quarter credit hours)

Instruction and practice of how to manage and maintain a Microsoft Windows Server 2003 environment, with emphasis upon preparation for Microsoft Certified Professional Examination 70-290 (Managing and Maintaining a Microsoft Windows Server 2003 Environment).

*Prerequisites: CN 1213*

**CN 1233 Directory Services Infrastructure** (4 quarter credit hours)

Preparation in planning, implementing, and maintaining a Microsoft Windows Server 2003 Active Directory infrastructure, with emphasis upon preparation for Microsoft Certified Professional Examination 70-294 (Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure).

*Prerequisites: CN 1223*

**CN 1243 Network Infrastructure Implementation and Administration** (4 quarter credit hours)

Instruction and practice in implementing and administering a Microsoft Windows Server 2003 network infrastructure, with emphasis upon preparation for Microsoft Certified Professional Examination 70-291 (Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure).

*Prerequisites: CN 1233*

**CN 1253 Network Infrastructure Design and Security Design** (4 quarter credit hours)

Instruction and practice to plan, maintain, gather, secure and analyze business requirements for a secure Microsoft Windows Server 2003 network infrastructure, with emphasis upon preparation for Microsoft Certified Professional Examinations 70-293 (Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure) and 70-298 (Designing Security for a Microsoft Windows Server 2003 Network).

*Prerequisites: CN 1243*

\* Indicates a general education course.

**CN 1263 Exchange Server** (4 quarter credit hours)

Instruction and practice to implement manage and troubleshoot a Microsoft Exchange Server 2003 organization, with emphasis upon preparation for Microsoft Certified Professional examination 70-284 (Implementing and Managing Microsoft Exchange Server 2003).

*Prerequisite: CN 1243*

**CN 2900 Computer Networking and Applications 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.

*Prerequisites: Completion of all other course requirements or departmental approval*

**EN 0970 Writing Strategies** (4 quarter credit hours)

This course is designed to develop the confidence and competence of reluctant writers. Emphasis is placed upon development of sentence-level skills which will be applied to paragraph development.

*Prerequisites: Placement through initial assessment.*

**EN 0975 Introduction to Writing** (4 quarter credit hours)

This course provides an introduction to composition. Students begin with a review of sentence skills and move to paragraph writing, with an emphasis upon topic selection, organization, development, and editing. The course concludes with an essay which demonstrates the writer's grasp of the skills learned.

*Prerequisites: EN 0970 or placement through initial assessment.*

**EN 1101 Composition I\*** (4 quarter credit hours)

This is the first in a two-course sequence designed to improve the student's writing skills. The course emphasizes the construction of clear, coherent expository essays employing various strategies of prewriting, thesis development, support, organization, and revision.

*Prerequisites: EN 0975 or placement through initial assessment.*

**EN 1102 Composition II\*** (4 quarter credit hours)

Composition II is designed to develop students' proficiencies in both academic and professional writing and to promote in students an awareness of the need to provide responsible support of their ideas and conclusions, employ logical reasoning (both inductive and deductive), carefully analyze using critical reasoning and accept the burden of proof in composing arguments, one of which is a researched essay.

*Prerequisites: EN 1101*

**EN 1200 Business Communications** (4 quarter credit hours)

Practice in various methods of business communication as these are appropriate for specific occasions and purposes. The course requires the composition of letters, reports, minutes, memoranda, emails, and résumés, as well as the application of oral communication skills required for effective meetings, presentations, and employment interviews. The course will focus on the development of the rhetorical and critical thinking skills required in effectively presenting issues and resolving problems.

*Prerequisites: EN 0975 or placement through initial assessment.*

**EN 2000 Introduction to Literature\*** (4 quarter credit hours)

An examination of various works of fiction, poetry, and drama, with emphasis on the analysis of character, plot, and language as a means of discovering the writer's purpose. The course requires written analyses of works and assumes competence in expository writing.

*Prerequisites: EN 1101*

*\* indicates a general education course.*

*\* Indicates a general education course.*

**ET 2201 Computer Repair: Systems and Software** (4 quarter credit hours)

Understanding the system requirements, installation, basic networking, communications, and troubleshooting of various operating systems.

*Prerequisites: MC 1150*

**ET 2202 Computer Repair: Hardware Applications** (4 quarter credit hours)

Basic computer hardware, including power supplies, form factors. CPUs, and computer memory. Students will become competent with the command line interface and in safety procedures, storage devices, printers, system resources, monitors, and video cards.

*Prerequisites: MC 1150*

**FEX 1100 Introduction to Health and Fitness** (4 quarter credit hours)

This course will introduce students to the main concepts underlying health and fitness. Students will develop an understanding of the fitness industry, the skills to explain exercise, and its importance to human health. It will cover fitness testing, exercise programming and prescription, as well as nutrition, weight management, stress management, and guidelines for prescribing an overall healthy lifestyle.

*Prerequisites: None*

**FEX 2250 Exercise Psychology** (4 quarter credit hours)

This course is designed to introduce students to the basic principles, theories and applications related to the psychological aspects of physical activity and wellness. It introduces the field of sport and exercise psychology by providing a broad overview of the major topics in the area including moral development, team dynamics, anxiety and arousal, goal-setting, imagery, and motivation. Discussions will focus on understanding how best to motivate and communicate with athletes; group processes associated with the team environment; and enhancing exercise performance, as well as health and well-being. The topics will increase understanding of the psychological makeup of athletes, how psychological factors influence involvement and performance in sport, and how to apply them to the exercise-working environment.

*Prerequisites: None*

**FEX 2350 Exercise Physiology** (4 quarter credit hours)

This course will provide a broad introduction to the field of exercise physiology. A strong emphasis will be placed on the changes that occur to the body's physiological processes as a result of exercise. Areas such as body movement, energy and energy systems for movement and cardiovascular and respiratory functions will be discussed in depth. Other topics covered will muscle physiology, training, nutrition, body composition, and exercise testing. Human performance in special population groups will also be studied including: high altitude populations, populations working in hot, humid, or cold environments, populations working under nutritional stress, aging populations, and exercise for children and adolescents.

*Prerequisites: HSC 1310, NUT 1600*

**FEX 2500 Fitness Assessment and Exercise Prescription for Health** (4 quarter credit hours)

This course develops the knowledge and skills needed to assess the levels of fitness and prescribe proper exercise for health living. This course examines in detail the correct methods of designing, administering and interpreting fitness assessments as well as studies cardiovascular fitness, muscular strength, endurance, flexibility, nutrition, and body composition in both individual and group assessments.

*Prerequisites: FEX 2350*

**FEX 2600 Fitness Assessment and Exercise Prescription for Sports** (4 quarter credit hours)

This course develops the knowledge and techniques of strength training to prescribe exercise programs for sport-specific optimization. This course examines in detail the correct methods of using weightlifting with plyometrics, speed and agility training and sport psychology to improve athletic performance in sports.

*Prerequisites: FEX 2500*

\* Indicates a general education course.

**FEX 2900 Health and Fitness Training Externship** (4 quarter credit hours)

The Fitness Technologist externship provides an opportunity for the student to apply the knowledge gained in the classroom and labs to situations as they occur in a professional setting. The student will observe fitness and health programs in fitness clubs, wellness centers, public and private recreation facilities, hospitals and corporate fitness health programs and social networks settings.

*Prerequisites: Completion of all other course requirements or departmental approval*

**GV 1150 American Constitutional Law** (4 quarter credit hours)

This course introduces students to the United States Constitution: what it is in theory and in practice, the constitutional division of government, the role of the United States Supreme Court, the Bill of Rights, and subsequent amendments.

*Prerequisites: None*

**HC 1000 Introduction to Health Care Services** (4 quarter credit hours)

This course explains how the nation's health care system is structured and how it functions. The student will gain a broad perspective of the increasing role and impact of health care in the nation's society and economy. Emphasis is placed on describing and explaining the components of the health care system.

*Prerequisites: None*

**HC 1361 Human Diseases** (4 quarter credit hours)

This course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology pertinent to the content.

*Prerequisites: None*

**HC 1400 Managing Health Care Information** (4 quarter credit hours)

A study of the record-keeping practices in a health care setting. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternative health care delivery systems.

*Prerequisites: MC 1311*

**HC 2900 Health Care Administration 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.

*Prerequisites: Completion of all other course requirements or departmental approval*

**HSC 1310 Kinesiology** (4 quarter credit hours)

This course examines the study of kinetics and kinematics with an emphasis on the assessment procedures that are necessary to monitor a patient's progress. Each area of the body is examined to determine relevant functional activities. The lab portion of this course will provide direct clinical application of functional activity into exercise progression.

*Prerequisites: BI 1352*

**HSC 2440 Pathophysiology** (4 quarter credit hours)

This introduction to the physiology of disease covers common disorders of the body from the cellular to the systemic level. Topics include causes, symptoms, diagnostic tests and treatments of disease

*Prerequisites: BI 1351, BI 1352 and BI 2201*

**LSC 1200 Introduction to Laboratory Science** (4 quarter credit hours)

This course provides a basic introduction to scientific investigation, experimental design, hypothesis testing, and statistics. Students will learn data handling, the evaluation of publications, legal issues surrounding research, and basis report writing.

*Prerequisites: MT 1800*

**LSC 1800 Introduction to Biotechnology** (4 quarter credit hours)

This course provides a basic introduction to terms, principles and concepts used in the field of biotechnology. Students will learn the fundamentals of cell biology, the central dogma of molecular biology, recombinant DNA technology, principles of immunology and genomics. An overview of biotechnology applications will be covered as well as the laws and regulations which govern their development and use.

*Prerequisites: BIO 1800*

**LSC 2001 Laboratory Science I** (4 quarter credit hours)

This course provides a basic introduction to skills used in the modern biotechnology laboratory and the biotechnology industry. Students completing this course will be able to apply product quality evaluation systems and the associated regulations, as well as basic laboratory safety. In addition, students will be able to perform basic mathematical techniques and concepts which are foundational to success in a laboratory setting.

*Prerequisites: LSC 1800*

**LSC 2002 Laboratory Science II** (4 quarter credit hours)

This course builds on Laboratory Skills I and offers a basic introduction to skills used in the modern biotechnology laboratory. Upon completion of this course, students will be able to perform, with a wide variety of measurements, quality tests, make laboratory solutions, and perform basic separation methods

*Prerequisites: LSC 2001*

**LSC 2003 Advanced Laboratory Science** (4 quarter credit hours)

This course provides a basic introduction to skills used in the modern biotechnology laboratory and complements material learned in Laboratory Science I and II. Fundamental math concepts and scientific notation will be reviewed. Student will gain experience working with advanced concepts and equipment commonly found in a bioscience laboratory.

*Prerequisites: LSC 2002*

**LSC 2100 Technical Report Writing** (4 quarter credit hours)

This course provides a basic introduction to reading, writing, and presentation skills used in the modern biotechnology workplace. Students will use scientific method, find references, and scientific literature will be reviewed. Upon completing the course, students will write scientific and laboratory reports, as well as prepare posters and presentations to communicate findings while integrating the use of Microsoft Word, Excel, and PowerPoint in support of these efforts.

*Prerequisites: EN 1101, MC 1311*

**LSC 2200 Standard Operating Procedures for Laboratories** (4 quarter credit hours)

In this course, students will get a basic introduction to Good Clinical Practice (GCP). Students will study a model Standard Operating Procedure (SOP), (each including background reasoning and explanation). Upon completion of this course, students will be able to discuss and become familiar with federal regulations relating to clinical trials.

*Prerequisites: LSC 2100*

**LSC 2900 Externship in Bio Science Laboratory Technology** (4 quarter credit hours)

This course is designed to give students practical hands-on experience in a laboratory environment outside of the school for fields such as agriculture, environmental, forensics, pharmaceutical, industrial, and medical biotechnology positions. Students will experience actual on the job activities while applying theories and techniques learned during their studies that will prepare them for a lab tech position. After completing the externship students will be able to enter a biotechnology lab and perform tasks as assigned by a scientist. The externship requires 120 hours.

*Prerequisites: Completion of all other course requirements or departmental approval.*

**MC 1150 Introduction to Microcomputer Applications** (4 quarter credit hours)

A practical introduction to the personal computer, its history, and its current relevance in the business world. The student becomes familiar with an operating system, a word processing application, an electronic spreadsheet application, and receives an introduction to the Internet. Hands-on experience is emphasized.

*Prerequisites: None*

\* Indicates a general education course.

**MC 1211 Spreadsheets I** (4 quarter credit hours)

An introduction to software that produces an electronic spreadsheet. Sheet layout, arithmetic functions, report generation, formula, formatting, commands, and graphic presentation are covered. Hands-on experience on the personal computer is an essential part of the training.

*Prerequisites: MC 1150*

**MC 1212 Spreadsheets II** (4 quarter credit hours)

A continuation of MC 1211 Spreadsheets I. Projects for Spreadsheets II introduce advanced business-oriented functionalities of an electronic spreadsheet application. The successful student will acquire the skills needed to pass an expert-level proficiency examination.

*Prerequisites: MC 1211*

**MC 1311 Word Processing I** (4 quarter credit hours)

An introduction to word processing application software. Students learn basic skills needed to produce business documents. Prior keyboarding experience is valuable but not essential.

*Prerequisites: MC 1150*

**MC 1312 Word Processing II** (4 quarter credit hours)

A continuation of MC 1311 Word Processing I. Students learn advanced business-oriented functionalities of the word processing application introduced in MC 1311.

*Prerequisites: MC 1311*

**MC 1400 Database Applications** (4 quarter credit hours)

The use of database management software to create and enter data and produce reports. Students learn the basic functions of a relational database management system, creating and modifying a database, printing reports, selecting retrieval specifications based on modifying a database, printing reports, and selecting records based on specific criteria.

*Prerequisites: MC 1150*

**MC 1700 Professional Presentation Techniques** (4 quarter credit hours)

This course introduces students to a presentation graphics software program that can be used to create slide presentations and handouts. Students learn how to create presentations, add content, hyperlinks, and images, edit and modify presentations, and work in the various views. The successful student will acquire the skills needed to pass a core-level proficiency examination.

*Prerequisites: MC 1150*

**MC 1800 Internet Research** (4 quarter credit hours)

An introduction to the Internet as a research tool. Students use the World Wide Web to conduct research into various topics within their fields in order to enhance their understanding and professional objectives. Topics include periodical databases, government information and reference resources, information security, citing resources, and legal considerations such as copyright restrictions.

*Prerequisites: MC 1150*

**ME 1110 Medical Terminology** (4 quarter credit hours)

A study of the basic structure of medical terms through examination of prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and an introduction to medical abbreviations.

*Prerequisites: None*

**ME 1215 Professionalism and Communication in Health Care Setting** (4 quarter credit hours)

This course is designed to assist the student in understanding the importance of professionalism and proper communication in a health-care setting. The student will learn how to appropriately interact with co-workers, visitors and guests, as well as learn the soft skills needed to project a professional image. The student will also learn how to therapeutically interact with clients, learning how to adjust their approach depending upon age and/or presenting illness of the client.

*Prerequisites: PS 1200*

**ME 1500 Medical Administrative Practices** (4 quarter credit hours)

This course introduces the student to automated scheduling and billing procedures as well as fundamental accounting, office management, and correspondence. In addition, students are introduced to medico-legal issues as related to health professions and the medical office. The course provides a functional overview of national health coding systems and insurance forms, and requires the application of proper medical terminology and abbreviations, and practice in medical transcription.

*Prerequisites: ME 1110*

**ME 1560 Computerized Diagnostic Coding** (4 quarter credit hours)

The focus of this course is learning the coding rules for the ICD-9-CM and Level II (HCPCS) coding system and then applying the rules to code patient diagnoses. In addition, a variety of payment systems are presented – DRG, APC, and RUGSIII. The topics of Medicare fraud/abuse, HMOs, and PPOs are also reviewed as related to diagnostic coding.

*Prerequisites: ME 1500*

**ME 1850 Clinical Procedures I** (4 quarter credit hours)

This course provides study and practice in routine procedures for a physical examination, which include taking vital signs (temperature, pulse, respiration, and blood pressure), draping patients, using instruments, mastering aseptic techniques, taking measurements, and recording medical histories.

*Prerequisites: ME 1110*

**ME 1860 Clinical Procedures II** (4 quarter credit hours)

An overview of diagnostic procedures and equipment used in the physician's office, preparing the student to assist in a medical specialty office. Students learn about and practices acquiring and mounting diagnostically correct electrocardiograms. The principles of first aid and cardiopulmonary resuscitation (CPR) are presented.

*Prerequisites: BI 1351, ME 1110*

**ME 2420 Phlebotomy and Hematology Procedures** (4 quarter credit hours)

An introduction to phlebotomy and other collection techniques to obtain samples on which various hematological tests and blood chemistries are performed.

*Prerequisites: BI 1351, ME 1110*

**ME 2430 Urinalysis and Microbiology Procedures** (4 quarter credit hours)

Microbiological specimens are collected, processed, and stained for examination. The physical, chemical, and microscopic components of a complete urinalysis are studied and practiced. The course includes instruction in the care and use of the microscope.

*Prerequisites: BI 1351, ME 1110*

**ME 2720 Pharmacology** (4 quarter credit hours)

This course examines the various types of drugs, including actions, dosages, and toxicology. Administration of drugs in the clinical setting is also discussed.

*Prerequisites: ME 1110*

\* Indicates a general education course.

**ME 2990 Medical Assisting Externship** (4 quarter credit hours)

Students are assigned to work in physicians' offices or other suitable healthcare facilities appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 160 hours.

*Prerequisites: Completion of all other course requirements or departmental approval.*

**MT 0970 Pre-Algebra** (4 quarter credit hours)

This course is designed to help students obtain the necessary skills to be successful in algebra. It provides a foundation of instruction in key areas of algebra while reinforcing previously learned mathematical skills. This course will help bridge the gap between arithmetic and algebra.

*Prerequisites: Placement through initial assessment.*

**MT 0975 Introduction to Algebra** (4 quarter credit hours)

This course covers fundamental algebraic operations, rational expressions, first- and second-degree equations, graphs, exponents, and radicals.

*Prerequisites: MT 0970 or placement through initial assessment.*

**MT 1800 College Algebra\*** (4 quarter credit hours)

A study of algebraic functions and their properties. Topics include identities, graphs, equations, complex numbers, and applications.

*Prerequisites: MT 0975 or placement through initial assessment.*

**NU 1101 Foundations in Nursing** (4 quarter credit hours)

This course focuses on the theoretical basis for selected nursing skills and the development of the student's psychomotor ability in performing those skills. Students apply basic knowledge of medical safety (asepsis) and the infection chain in meeting the needs of the individual patient. Various learning methods are employed, including texts, video materials, cooperative learning and demonstration, and practice time in the skills laboratory and clinical site.

*Prerequisites: Admission to the Nursing clinical courses.*

**NU 1130 Nutrition** (1 quarter credit hours)

This course includes instruction in basic human nutritional needs. The course explores dietary approaches designed to promote the health and maintain the well-being of the patient.

*Prerequisites: None*

**NU 1200 Nursing I** (6 quarter credit hours)

This course focuses on the theoretical basis for selected nursing skills and the nursing process. Instruction focuses on the assessment of nursing needs and nursing care of individuals with commonly occurring medical/surgical health problems. Clinical learning assignments are designed to provide students with the opportunity to use the nursing process as a basis for the care of adult patients.

*Prerequisites: NU 1201*

**NU 1201 Nursing II** (6 quarter credit hours)

This course builds on knowledge and skills acquired in NU 1200 Nursing I. Clinical learning assignments are designed to provide student opportunity to expand the use of the nursing process as a basis for care of adult home-bound and geriatric patients.

*Prerequisites: NU 1202*

\* indicates a general education course.

**NU 1202 Nursing III** (6 quarter credit hours)

This course includes instruction in meeting the physiological and psychological needs of the pediatric patient and the patient experiencing reproductive health problems, including the needs of the pregnant woman and the newborn. Organizational skills of the practical nurse, including managing small groups of patients along with current issues affecting the delivery of nursing care are presented.

*Prerequisites: NU 1101*

**NU 2200 LPN Bridge Course** (1 quarter credit hours)

This course focuses on the role transition from Licensed Practical Nurse (LPN) to Registered Nurse (RN). It includes the review and/or validation of major content/concepts and skills from NU 1200 Nursing I, NU 1201 Nursing II, and NU 1202 Nursing III. Emphasis is placed on application of the nursing process, physical assessment, communication, and critical thinking skills.

*Prerequisites: Current LPN license in good standing, admission to the Nursing clinical courses.*

**NU 2201 Nursing IV** (6 quarter credit hours)

This course focuses on the nursing care of the adult patient in acute care and mental health settings. The nursing process is used as a method to promote the adaptive capabilities of patients experiencing physiological disruptions requiring medical or surgical interventions. Mental health nursing concepts and an introduction to therapies used in providing holistic nursing care for the mentally ill are included. The course emphasizes the interrelatedness of pathophysiology, pharmacology, and nutrition as they occur in specific conditions. Development of competency in initiating and managing intravenous therapy is included.

*Prerequisites: NU 1202 or NU 2200*

**NU 2202 Nursing V** (6 quarter credit hours)

This course focuses on 1) the care of the childbearing and child rearing family and 2) community health nursing. The nursing process is utilized to promote both the patient's and family's adaptation in situations of health and illness. Critical thinking differentiates patient needs based on age, health status, acuity of condition and prognosis. The patient's role within the family, his/her occupation and society is examined.

*Prerequisites: NU 2201*

**NU 2203 Nursing VI** (6 quarter credit hours)

This course focuses on complex conditions in areas such as critical care, surgery and emergency room. Emphasis is placed on the application of the nursing process, physical assessment, medications and IV administration in critical care areas. Ethical and legal issues are explored as they relate to nursing practice.

*Prerequisites: NU 2202*

**NU 2204 Issues in Nursing Practice** (4 quarter credit hours)

This course explores patient management of larger groups of patients. Major trends and issues affecting the roles of the nurse including the organizational, political, social, economic, legal, educational, ethical, and professional aspects, are discussed.

*Prerequisites: NU 2203*

**NUT 1600 Nutrition Science** (4 quarter credit hours)

This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions and source of nutrients including proteins, carbohydrates, fats, vitamins, minerals, and water are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads.

*Prerequisites: None*

\* Indicates a general education course.

**OM 2500 Office Management Procedures** (4 quarter credit hours)

In this course the student will utilize office technology and practice records management; prepare for and document business meetings; plan, host and document a conference; make travel arrangements; build rapport with customers, and use effective sales techniques. Students will complete office simulation assignments featuring realistic situations and documents to reinforce course content.

*Prerequisites: All courses in the program with the exception of OM 2900*

**OM 2900 Office Management 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.

*Prerequisites: Completion of all other coursework requirements or departmental approval.*

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

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

*Prerequisites: Department approval*

**OT 1115 Therapeutic Media** (4 quarter credit hours)

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

*Prerequisites: OT 1010*

**OT 1215 Functional Anatomy I** (4 quarter credit hours)

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

*Prerequisites: OT 1115*

**OT 1315 Functional Anatomy II** (4 quarter credit hours)

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

*Prerequisites: OT 1215*

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

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

*Prerequisites: OT 1315*

**OT 2115 Fieldwork I** (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 for 30 hours of observation. 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 7:00 a.m. to 8:00 p.m. during one week, or as required by the cooperating facility.

*Prerequisites: OT 2110*

**OT 2220 Intervention in Pediatrics 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*

\* Indicates a general education course.

**OT 2470 Interventions 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 of 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.

*Prerequisite: Completion of all program coursework except Level II Fieldwork*

**OT 2990B Fieldwork II** (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 of 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 Fieldwork II** (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. Student 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 the fieldwork site. A student will be assessed at the end of 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*

\* Indicates a general education course.

**OT 2991B Fieldwork II** (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*

**PHL 2100 Bio Ethics** (4 quarter credit hours)

This course will introduce students to the complex and tough issues that confront medicine and biotechnology today. Focusing on traditional and current topics of debate in biomedical ethics and how physicians, philosophers, policymakers and other stakeholders discuss and attempt to resolve these issues. Students will explore topics in the bioethical debate, such as genetic manipulation, engineered foods, cloning, and stem cell research. Upon completion of this course, students will gain a through understanding of the history of modern bioethics and of its major schools of thought.

*Prerequisites: None*

**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.

*Prerequisites: MT 1800*

**PL 1122 Legal Research** (4 quarter credit hours)

This course provides the student with an introduction to the basic concepts of legal research by using both hands-on manual research techniques and newer, computerized technology. Topics include understanding, locating, and analyzing primary and secondary legal authorities as well as verifying the accuracy of sources for legal writing projects. Students also learn the various sources of law and how they are used to provide a basis for legal writing and the appropriate method of crediting legal sources by using proper citation formats.

*Prerequisites: None*

**PL 1123 Legal Writing** (4 quarter credit hours)

This course provides students with experience in legal writing. Topics include formulating research strategies, analyzing primary and secondary legal authorities, and preparing and drafting legal memorandums as well as other law office correspondence. The course culminates in a legal research and writing project which requires the student to integrate knowledge gained from PL 1122 Legal Research and this course.

*Prerequisites: PL 1122*

**PL 1230 Family Law** (4 quarter credit hours)

A study of the domestic issues of law, including divorce, custody, alimony, child support, adoption, third-party parental rights, marital torts, mediation, paternity, juvenile law, and genetic engineering.

*Prerequisites: PL 1123*

**PL 1450 Litigation** (4 quarter credit hours)

This course introduces the student to the process of litigating a civil case from its initiation through the use of discovery techniques to the actual order and presentation of the trial. Students will learn how to analyze jurisdictional issues as well as the preparation of pleadings and other critical litigation documents required in the processing of a case through the legal system.

*Prerequisites: PL 1123.*

\* Indicates a general education course.

**PL 1530 Contract Law** (4 quarter credit hours)

A study of the basic principles of contract law, including the process of contract formation, contract enforcement, and remedies for breach of contract.

*Prerequisites: PL 1123*

**PL 1730 Property Law** (4 quarter credit hours)

A study of the principles of law concerning the nature of property, including estates, licensing, marital and concurrent interests, and landlord/tenant relationships.

*Prerequisites: PL 1123*

**PL 1830 Criminal Law** (4 quarter credit hours)

A study of the fundamental principles of criminal law, which pertain to any act or omission in violation of a public law forbidding or commanding it. The course is designed to provide students with an understanding of substantive criminal law and defenses to prosecution.

*Prerequisites: PL 1123*

**PL 2900 Paralegal Externship** (4 quarter credit hours)

Students are assigned to work in law offices or other facilities appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours

*Prerequisites: Completion of all other course requirements or departmental approval.*

**PS 1200 Principles of Psychology\*** (4 quarter credit hours)

A study of the scientific basis of human behavior and the factors which influence human development. The course provides an overview of the history and major issues of psychology, including learning and perception, personality theories, abnormal behavior, motivation and emotion, human development, and social psychology.

*Prerequisites: None*

**PS 1202 Human Growth and Development** (4 quarter credit hours)

This course is a study of human growth and development across the life span with emphasis on normal growth and milestones achieved in the physical, cognitive, social and emotional systems.

*Prerequisites: PS 1200*

**SO 1200 Principles of Sociology\*** (4 quarter credit hours)

An introduction to the basic concepts of sociology, including organizational behavior, systems development, cultural diversity, and human social institutions.

*Prerequisites: None*

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

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

*Prerequisites: BI 2215*

**VT 1100 Small Animal Medicine I** (4 quarter credit hours)

This course is designed to provide students the knowledge of common small animal diseases including an overview of the etiology, symptoms, transmissions, basic treatment and control through preventative health care. Instruction will also include an introduction to kennel sanitation, nutrition, immunology, vaccinations, and advanced nursing skills.

*Prerequisites: VT 1000, VT 1361, VT 1400*

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

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

*Prerequisites: VT 1100*

\* Indicates a general education course.

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

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

*Prerequisites:* , VT 2000

*\* indicates a general education course.*

**VT 1361 Anatomy and Physiology** (4 quarter credit hours)

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

*Prerequisites:* VT 1000

**VT 1400 Pharmacology** (4 quarter credit hours)

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

*Prerequisites:* VT 1000, VT 1361

**VT 2000 Small Animal Medicine II** (4 quarter credit hours)

This course is designed to provide students the knowledge and advanced nursing skills needed to understand and assist in canine and feline reproduction, small animal dentistry, emergency care and fluid therapy. An overview of critical patient care, first aid, administration and maintenance of fluid therapy, dental prophylaxis, and procedures related to small animal reproduction will be studied.

*Prerequisites:* VT 1100

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

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

*Prerequisites:* VT 1100, VT 1220

**VT 2200 Veterinary Imaging** (4 quarter credit hours)

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

*Prerequisites:* VT 1361

**VT 2300 Large Animal Medicine** (4 quarter credit hours)

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

*Prerequisites:* VT 1220, VT 1361

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

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

*Prerequisites:* VT 1400, VT 2000

*\* Indicates a general education course.*

**VT 2900 Veterinary Externship I**

**VT 2910 Veterinary Externship II**

**VT 2920 Veterinary Externship III**

Students are assigned to work in a veterinary office or other veterinary facility appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. Externship requires approximately 120 contact hours.

*Prerequisites: Completion of all other course requirements or departmental approval.*

# ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

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## **Initial Academic Assessment**

During the course in Professional Development in the first quarter, and in some cases before instruction begins based on specific program needs, students are given an assessment of academic skills, commonly referred to as the academic readiness evaluation. Though the results of this assessment do not determine eligibility for admission, they provide the College with a means of determining the need for academic support through transitional studies courses and academic advisement, as well as a means by which the College can evaluate the effectiveness of its educational programs. Because of the purposes of this assessment, students are advised to perform to the best of their ability to accurately reflect the need or not for additional academic support.

Upon enrollment in the admissions process, students are advised of the date and time of the assessment of academic readiness; it is required for all students to be available for the assessment, since the evaluation will be scheduled in reserved computer classrooms with trained proctors, so that the evaluation can be conducted in compliance with the instrument's design. This assessment will be conducted outside of the described course meeting time and is in addition to the course contact hours.

As soon as practicable after the completion of the assessment, students will meet with academic advisement staff and review their performance and the plan for additional academic support toward success.

## **Initial Academic Assessment – Occupational Therapy Assistant program**

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

In the event that applicants do not demonstrate proficiency in any of these areas, they will be enrolled in transitional studies courses. Following the successful completion of these courses, academic readiness will be re-evaluated to determine if the program is an appropriate choice for the student. If a student does not achieve the minimum scores after attempting the transitional course twice, the student will not be allowed to continue with the Occupational Therapy Assistant program, but can be considered for another program of study at Brown Mackie College.

## **Attendance**

Considerable time and effort have been spent in designing each of the College's academic programs in order to provide students with a coherent and effective preparation for their careers. Further, faculty devote much time and energy to preparing and teaching their courses, designing appropriate assignments and examinations, and evaluating their students' progress. Excessive absence in a course can seriously threaten a student's academic progress and can result in the student's administrative withdrawal from that course. Faculty are under no obligation to offer extraordinary assistance to students who are persistently absent.

To remain enrolled in a course a student must be in attendance by the second class meeting of that course. A student will be administratively withdrawn from a course when his or her consecutive absences in that course have exceeded 25 percent of the scheduled classroom contact hours of the course. Certain laboratory courses may have more restrictive attendance requirements, which are outlined in the course syllabus.

A student withdrawn for excessive absence in a course will receive a grade of *Withdrawn, without penalty (W)* or *Withdrawn, with penalty (WF)* for that course (see "Grading System") and will be charged with an unsuccessful attempt of the course. Students are advised that withdrawals from courses will affect their course completion rate (see "Standards of Satisfactory Academic Progress").

If a student is not able to abide by the attendance policy because of a documented medical issue or other mitigating circumstance, the student may contact the Dean of Academic Affairs or Department Chair to request an exception to this policy. The student must make this request in writing as soon as possible after the need for an exception arises and prior to exceeding the 25 percent threshold.

Determination of eligibility for an exception to the attendance policy is made by the Dean of Academic Affairs and/or the Campus President in consultation with the instructor of the course for which the exception is sought and, if necessary, with the department chair or other appropriate administrator. Exceptions to the attendance policy will be made on an individual, case-by-case basis. An exception to the attendance policy does **not** mean that unlimited absences will be permitted. The number of additional absences a student may be allowed will be determined on a case-by-case basis for each class, depending on the nature of the circumstance preventing attendance, the course and the degree to which class attendance is an essential requirement of the specific course. Exception to the attendance policy does **not** mean exception to any of the other academic requirements of the course. Some academic programs may not be amenable to exceptions to the attendance policy.

Students who know that attendance may be an on-going issue for them should consult with the academic department regarding the feasibility of attendance exceptions in their specific program.

### **Leave of Absence Policy**

**There is no Leave of Absence. If a student cannot complete the course, they must withdraw.**

### **Last Date of Attendance**

When a student withdraws, or is withdrawn or dismissed from the College, his or her official date of separation from the College is determined to be the last date of attendance (LDA), that is, the last date on which he or she attended a class. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to the College.

### **Course Availability**

In its scheduling of courses, the College's primary responsibility is to those students who remain continuously enrolled in pursuit of their first credential. Persons who wish to enroll in single courses, students who are returning from withdrawals or dismissals, and graduates who wish to return for an additional credential are advised that the courses required may not be immediately and continuously available. Courses will not be offered specifically to meet such exceptional circumstances.

### **Course Delivery**

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

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

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

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

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

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

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

## TECHNOLOGY REQUIREMENTS

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

## Course Schedule Changes

Changes to the course schedule must be made prior to the completion of the second class session, and must be approved by both the student's department chairperson and the Dean of Academic Affairs.

## Reenrollment Policy

A student who withdraws from the College may reenroll only once in any nine-month period. If, after the first reenrollment, the student withdraws a second time, he or she must wait nine months from the last date of attendance to resume enrollment in the College. This policy applies to both voluntary and administrative withdrawals.

Additionally, capped programs may not have sufficient space availability for students to re-enter. Students may be required to wait until there is sufficient room for the student to re-enter.

## Academic Integrity

Students are required to conduct themselves in conformity with normal expectations of collegiate academic integrity in the completion of assignments and examinations. Academic dishonesty includes, but is not restricted to, the following:

- Theft or abuse of another's work
- Alteration of any grade or other evaluation of one's own or another student's work in order to misrepresent its quality
- Unauthorized collaboration in completing work, including completing work for another and submitting another's work as one's own
- Use of resources prohibited by the instructor
- Representation of another's work as one's own (plagiarism)
- Unapproved submission of the same work in more than one course

The following are the College's policies and procedures in cases of academic dishonesty:

- First Offense** A grade of zero (without recovery) on the assignment or examination. The student will receive a written notification of the offense and penalty, signed, dated, and filed by the Academic Affairs Office. The notification will advise the student of the consequences of a second offense.
- Second Offense** Failure in the course involved and ineligibility for academic honors upon graduation. The student will receive a written notification of the offense and penalty, signed, dated, and filed by the Academic Affairs Office. This notification will explain the action taken and advise the student of the consequences of a third offense.
- Third Offense** Failure in the course involved and permanent disciplinary dismissal from the College, with the action recorded in the student's transcript. The student will receive a written notification of the offense and penalty, signed, dated, and filed by the Academic Affairs Office.

In the case of a second or third offense, academic dishonesty will remove the student's option to withdraw from the course involved.

Violation of academic integrity includes “willful obstruction of learning.” In such cases the College, in determining the appropriate action, must take into account the extent of the disruption resulting from the obstruction. Obstruction of learning may be physical (as theft or abuse of instructional materials or equipment) or behavioral (as disruption or prevention of learning). The College will, as its general policy, provide a written notification of penalties more serious than an oral warning, but in instances of intolerable or persistent obstruction the only appropriate action may be immediate and permanent disciplinary dismissal from the College.

Any appeal of an action taken in response to a violation of academic integrity must be submitted in writing for review by the Administrative Review Committee. The appeal process is described under “Student Conduct.”

### **Higher Education Opportunity Act**

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 therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

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

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

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

### **Learning Resources Center**

The College maintains a library of curriculum-related resources. Technical and general education materials, academic and professional periodicals, and audio-visual resources are available to both students and faculty. The library offers a computerized journal index and access by way of modem to the online library catalogs of other area colleges and universities. Students have borrowing privileges at several local libraries. Internet access is available for research.

Students are oriented to the library early in their curricula, and the College has a full-time, professional librarian to assist students in using the library’s resources to best support their learning. Faculty makes regular assignments which require use of the library, and students are encouraged to become familiar with the available resources as early as possible. The library also provides students with a quiet and pleasant environment for study and recreational reading.

### **Admission to Classes**

Students are admitted to classes only with official written authorization (i.e., schedules, class change notifications, and attendance change notifications). Visitors are permitted in class only with the prior approval of the instructor and the Academic Affairs Office.

## **Incompletes**

A grade of *Incomplete (I)* may be assigned for a course when circumstances beyond the control of the student prevent his or her completion of required coursework. An *Incomplete* will be considered upon the student's request. If the instructor approves the request, he or she will provide the student an Agreement for Incomplete (filed also in the student's academic file) which specifies the work to be submitted in order to resolve the *Incomplete*. Resolution of an *Incomplete* must occur within 14 calendar days after the final class meeting of the course for which the *Incomplete* is requested, unless an extension of up to 14 days is requested and approved in writing. If the *Incomplete* has not been resolved within the period approved, a grade of zero will be given for all work not submitted, and the course grade will be determined in accordance with the criteria published in the course syllabus. An Agreement for Incomplete is automatically cancelled if the student subsequently withdraws, or is withdrawn, from the course.

## **Makeup Time Policy**

There is no makeup exam. If a student misses an exam, the student will receive a "0". Exception – if a simultaneous evening course is offered on the same day, the student can take the exam at the evening class.

## **Independent Study**

From time to time it may be necessary to offer a course on an Independent Study basis. Independent Study is defined as a course that meets all criteria of accreditation standards. However, it may be offered at times which do not conform to the standard academic class schedule for the term. Courses will only be offered in this manner at the sole discretion of the College administration.

## **Repeated Courses**

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

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

A student enrolled in the Nursing degree program may be withdrawn from that program if he or she fail two nursing (NU) courses or fail a nursing (NU) course twice

## **Program Changes**

Request for a change of program must be made through the Office of the Registrar, and the request must be approved by the Academic Affairs Office. Approval is based upon an evaluation of the student's career objectives, attendance, and previous academic achievement. Students are advised that a change of program may involve a reevaluation of courses already completed, including courses transferred from other institutions, in order to determine the applicability of these courses to the new program. A change of program does not necessarily exclude courses already attempted from the application of Standards of Satisfactory Academic Progress, and may extend the student's date of graduation.

A student who wishes to change programs must be advised by the Dean of Academic Affairs (or designated faculty) of the new program before submitting an application for program change to the Office of the Registrar. Normally, no more than one program change will be approved for a student; exception may be granted only if the student submits with the application a justification acceptable to the Academic Affairs Office. A student is permitted only one such exception.

## Definition of a Quarter Credit Hour

Course crediting is based upon the number of lecture, laboratory, and/or externship hours provided in the contact hours of each course. A contact hour is defined as 50 minutes of instruction in a 60-minute period. 1 quarter credit hour is awarded for each:

- At least 10 contact hours of lecture (instruction in theory and principles)
- 20 contact hours of laboratory (supervised application of knowledge and skills learned)
- 30 or 40 contact hours of externship (supervised field experience), depending on the requirements of the student's program

Each quarter is 12 weeks in length.

## Definition of an Academic Year

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

## Grading System

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total points basis):

Grade	Description	Percentage Breakdown	Quality Points per Credit Hour
<i>A</i>	Superior achievement	95 – 100	4.0
<i>A-</i>		90 – 94	3.7
<i>B+</i>	Commendable achievement	87 – 89	3.3
<i>B</i>		83 – 86	3.0
<i>B-</i>		80 – 82	2.7
<i>C+</i>	Satisfactory achievement	76 – 79	2.3
<i>C</i>		70 – 75	2.0
<i>D+</i>	Passing but less than satisfactory achievement	65 – 69	1.7
<i>D</i>		60 – 64	1.0
<i>F</i>	Unacceptable achievement	59 or below	0
<i>I</i>	Incomplete coursework		Computed as <i>F</i> in GPA
<i>W</i>	Withdrawn, without penalty		Not computed
<i>WF</i>	Withdrawn, with penalty		0
<i>TR</i>	Credit granted through transfer		Not computed
<i>PR</i>	Credit granted through other sources (proficiency)		Not computed
<i>AU</i>	Course audited — no credit awarded		Not computed
<i>P</i>	Passing		Not computed
<i>NP</i>	Not passing		Not computed
<i>CR</i>	Credit granted through test out		Not computed

In courses that have the following designations, BI, AH, ME and VT the grade of *C* is the lowest passing grade and the grades of *D+* and *D* are not awarded.

In those courses restricted to the Nursing program (NU prefix), the grading system is as follows:

<b>Grade</b>	<b>Description</b>	<b>Breakdown</b>	<b>per Credit Hour</b>
A	Superior achievement	95 – 100	4.0
A-		92 – 94	3.7
B+	Commendable achievement	89 – 91	3.3
B		87 – 88	3.0
B-		84 – 86	2.7
C+	Satisfactory achievement	82 – 83	2.3
C		80 – 81	2.0
F	Unsatisfactory achievement	Below 80	0
I	Incomplete course		Computed as F in GPA

A student who withdraws from a course within the first two weeks of that course receives a *Withdrawn, without penalty (W)* for the course. After the first two weeks, withdrawal incurs a *W* or a *Withdrawn, with penalty (WF)*, depending upon the instructor’s evaluation of the student’s achievement to the point of the student’s last date of attendance.

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

<b>Grade</b>	<b>Description</b>	<b>Percentage Breakdown</b>	<b>Quality Points per Credit Hour</b>
A	Superior achievement	93 – 100	4.0
B	Commendable achievement	85 – 92	3.0
C	Satisfactory achievement	77 – 84	2.0
F	Unacceptable achievement	below 77%	0
I	Incomplete course work		Computed as F in GPA
P	Passing		0
NP	Not passing		0

### Grade Challenges

If a student wishes to challenge a course grade, he or she must do so within 28 calendar days after the final class meeting of the course involved. A student may challenge a course grade which he or she believes to be inaccurate or improperly assigned. In challenging a grade, the student must first appeal to the instructor who assigned the grade. If the instructor has erred in computing the grade, or if the instructor’s grade is accurate but other than that reported to the student, the instructor will inform the Office of the Registrar and the grade will be corrected. If the grade has been accurately computed and recorded, and the student wishes to pursue the challenge, he or she must submit a written appeal, accompanied by appropriate and relevant coursework and other documentation, to the Appeals Committee, which will pursue the challenge with the appropriate faculty and issue a decision to the student and instructor involved. Students are advised that collegiate faculty are permitted considerable latitude in determining their grading policies, provided that their criteria for evaluating student work are compatible with course objectives, made clear to students, and applied equitably.

### Grade Point Average

The grade point average represents the student’s quarterly or cumulative (overall) academic performance. The College employs a conventional system of awarding quality points (from zero to four), based upon the course grades received by the student.

A	=	4	C+	=	2.3
A-	=	3.7	C	=	2
B+	=	3.3	D+	=	1.7
B	=	3	D	=	1
B-	=	2.7	F	=	0

The student's grade point average is computed as follows:

1. Each course grade is converted to the appropriate quality points.
2. The quality points for each grade are multiplied by the number of credit hours awarded by the course.
3. The products of the course quality points are added.
4. The number of quality points is divided by the number of computed credit hours attempted.

The illustration below provides an example of how a grade point average is determined:

Course	Grade	Credit Hours		Quality Points		Product
Principles of Accounting I	B+	4	x	3.3	=	13.2
Effective Public Speaking	A	4	x	4	=	16
Principles of Psychology	W	4			(not computed)	
College Mathematics	D+	4	x	1.7	=	6.8
<b>Computed Credit Hours Attempted</b>		<b>12</b>		<b>Quality Points 36.0</b>		

Grade point average = 36.0 (sum of quality points earned) divided by 12 (sum of computed credit hours attempted) = 3.0 GPA

## Graduation

A formal graduation ceremony is conducted once each year. Participants include all graduates in the year preceding the ceremony. The College cannot ensure that a student will graduate on his or her anticipated date of graduation. Actions and circumstances beyond the control of either the student or the College may result in obstacles which are beyond the College's power to resolve. To be eligible to graduate with a credential from the College, the candidate for graduation must:

- Have successfully completed all courses required for the credential sought.
- Have satisfied the College's residency requirement.
- Have earned all credits required by his or her program within the maximum program length (1.5 times the number of credit hours in the program).
- Have a cumulative grade point average of at least 2.00.

## Transferability of College Credits

Brown Mackie College – Salina is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 1-800-621-7440, [www.ncahlc.org](http://www.ncahlc.org)).

Brown Mackie College – Kansas City is a branch campus of Brown Mackie College – Salina which is accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 1-800-621-7440, [www.ncahlc.org](http://www.ncahlc.org)).

Brown Mackie College – Oklahoma City is a branch location of Brown Mackie College – Salina which is accredited by the Higher Learning Commission and is a member of the North Central Association (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 1-800-621-7440, [www.ncahlc.org](http://www.ncahlc.org)).

Brown Mackie College – Salina is approved and authorized to grant the Associate of Applied Science (AAS) and the Associate of General Studies (AGS) degree by the Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368.

Brown Mackie College – Kansas City is approved and authorized to grant the Associate of Applied Science (AAS) degree by the Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368. Brown Mackie College – Oklahoma City is licensed by the Oklahoma Board of Private Vocational Schools, 3700 N. Classen Boulevard, Suite 250, Oklahoma City, OK 73118-2864; 405-528-3370. Brown Mackie College – Oklahoma is authorized to grant the Associate of Applied Science (AAS) degree by the Oklahoma Board of Regents, 655 Research Parkway, Suite 200, Oklahoma City, OK 73104-3603.

However, the fact that a school is accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution, taking into account such factors as course content, grades, accreditation, and licensing.

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

Programs offered by one school within the Brown Mackie College system of schools may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within the Brown Mackie College system of schools, not all of the credits you earn at the College may be transferable into that school's program.

If you are considering transferring to either another Brown Mackie College system school or an unaffiliated school, it is your responsibility to determine whether that school will accept your college credits. We encourage you to make this determination as early as possible. **The College does not imply, promise, or guarantee transferability of its credits to any other institution.**

# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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## Undergraduate Non-Nursing Satisfactory Academic Progress Policy and Procedures

### *Introductory Summary*

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in this policy are set to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy complies with requirements of accrediting commission(s) along with federal regulatory guidelines.

A student must demonstrate academic progress by successfully completing courses attempted. Completing courses with *C* or better grades indicates academic progress. Receiving *D* or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to academic probation and/or dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the school or campus.

The following criteria are used to determine whether or not a student is making academic progress, a student must be able to:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable timeframe.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in dismissal, a student may appeal the dismissal. If the appeal is denied, the student will be dismissed.

The Satisfactory Academic Progress Policy contains the following sections:

- Criteria for Honor Designations
- Minimum Standards for Academic Progress
- Consequences for Failing to Meet the Minimum Standards
- Procedure for Appealing Academic Dismissal
- Procedure for Re-Entry after Academic Dismissal
- Explanations of Related Issues

The College reserves the right to modify the Satisfactory Academic Progress Policy at any time.

### **I. Criteria for Honor Designation**

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a term basis and upon graduation.

#### *a) Term Honor Designation*

Any student who enrolls for and completes 12 credits or more is eligible for the following designations: Honors, Dean's List, and President's List.

<b>Term GPA</b>	<b>Honors Designation</b>
4.0	President's List
3.60-3.99	Dean's List
3.25-3.59	Honors

#### *b) Honor Designation at Graduation*

Any student who achieves a Cumulative Grade Point Average of 3.50 or better is designated an Honor Graduate.

## II. Minimum Standards for Academic Progress

To maintain academic progress, each student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable timeframe.

a) *Cumulative Grade Point Average (CGPA)*

To continue enrollment in an academic program, students enrolled in a 24 credit hour, non-degree program must:

- Achieve a minimum CGPA of 1.50 based on 12 credits attempted.
- Achieve a minimum CGPA of 2.00 based on 24 credits attempted and every 12 credits attempted thereafter.

b) *Cumulative Grade Point Average (CGPA)*

To continue enrollment in an academic program, students enrolled in a 48 credit hour, non-degree program must:

- Achieve a minimum CGPA of 1.00 based on 12 credits attempted.
- Achieve a minimum CGPA of 1.50 based on 24 credits attempted.
- Achieve a minimum CGPA of 2.00 based on 36 credits attempted and every 12 credits attempted thereafter.

c) *Cumulative Grade Point Average (CGPA)*

To continue enrollment in an academic program, students enrolled in a 56 credit hour, non-degree program must:

- Achieve a minimum CGPA of 1.00 based on 12 credits attempted.
- Achieve a minimum CGPA of 1.50 based on 24 credits attempted.
- Achieve a minimum CGPA of 2.00 based on 48 credits attempted and every 12 credits attempted thereafter.

d) *Cumulative Grade Point Average (CGPA)*

To continue enrollment in an academic program, students enrolled in degree programs on the quarter system must:

- Achieve a minimum CGPA of 1.00 based on 24 credits attempted.
- Achieve a minimum CGPA of 1.50 based on 48 credits attempted.
- Achieve a minimum CGPA of 2.00 based on 72 credits attempted and every 24 credits attempted thereafter.

In order to be eligible for graduation, a student must achieve a CGPA of 2.00 at the time of graduation. All grades except *Withdrawn, without penalty (W)*, *Proficiency (PR)*, *Transfer (TR)*, *Test Out (CR)*, and transitional courses are calculated into the CGPA.

e) *Incremental Completion Rate (ICR)*

To continue enrollment in a 24 credit hour, non-degree program, a student must also successfully complete at least 66.67% of the cumulative attempted course credits at the end of three months, and every three months thereafter.

f) *Incremental Completion Rate (ICR)*

To continue enrollment in a 48 or 56 credit hour, non-degree program, a student must also:

- Successfully complete at least 60% of the cumulative attempted course credits at the end of the six months.
- Successfully complete at least 66.67% of the cumulative attempted course credits at the end of the nine months, and every three months thereafter.

g) *Incremental Completion Rate (ICR)*

To continue enrollment in an associate's degree program on the quarter system, a student must also:

- Successfully complete at least 60% of the cumulative attempted course credits at the end of the six months.
- Successfully complete at least 66.67% of the cumulative attempted course credits at the end of the 18 months
- Successfully complete at least 66.67% of the cumulative attempted course credits at the end of the 24 months and every six months thereafter.

*h) Maximum Allowable Timeframe*

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

Examples:

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

All grades except for *Registered, not attended (N)* are included in the maximum allowable credits and incremental completion rate calculations.

### **III. Consequences for Failing to Meet the Minimum Standards**

A student failing to achieve any of the minimum standards of the three criteria as described in the preceding section will face the corresponding administrative actions or corrective actions.

*a) Academic Probation*

1. Students enrolled in a 24 credit hour, non-degree program will be placed on academic probation if their GPA is below 2.0 based on attempting 12 credits. The student must achieve a CGPA of 2.00 based on 24 credits or the student will be dismissed.
2. Students enrolled in a 48 credit hour, non-degree program will be placed on academic probation if their CGPA is **at least 1.0 but below 1.20** based on attempting 12 credits. A student placed on probation may remain on probation based on 24 credits attempted provided his or her CGPA is at least 1.50 but below 1.70. However, the student must achieve a CGPA of 2.00 based on 36 credits attempted or the student will be dismissed.
3. Students enrolled in a 56 credit hour, non-degree program will be placed on academic probation if their CGPA is **at least 1.0 but below 1.20** based on attempting 12 credits. A student placed on probation may remain on probation based on 24 credits attempted provided his or her CGPA is at least 1.50 but below 1.70. However, the student must achieve a CGPA of 2.00 based on 48 credits attempted or the student will be dismissed.
4. Students enrolled in a degree program will be placed on academic probation if their CGPA is **at least 1.0 but below 1.20** based on 24 attempted credits and 1.70 based on 48 credits attempted. A student placed on probation at the point of attempting 24 credits may remain on probation at the point of attempting 48 credits provided his or her CGPA is at least 1.50 but below 1.70. However, the student must achieve a CGPA of 2.00 based on 72 credits attempted or the student will be dismissed.

A student on academic probation status is deemed to be making satisfactory academic progress, and remains eligible for financial aid.

*b) Academic Dismissal*

A student enrolled in a 24 credit hour, non-degree program will be academically dismissed for any of the following conditions:

1. CGPA below 1.5 based on 12 credits attempted.
2. CGPA below 2.0 based on 24 credits attempted.
3. ICR below 66.67% of the cumulative attempted course credits at the end of three months of the program and every three months thereafter.
4. Failing to complete all program requirements within the maximum allowable timeframe.

c) *Academic Dismissal*

A student enrolled in a 48 credit hour non-degree program will be academically dismissed for any of the following conditions:

1. CGPA below 1.0 based on 12 credits attempted.
2. CGPA below 1.5 based on 24 credits attempted.
3. CGPA below 2.0 based on 36 credits attempted and every 12 credits attempted thereafter
4. ICR below 60% of the cumulative attempted course credits at the end of six months of the program.
5. ICR below 66.67% of the cumulative attempted course credits at the end of nine months of program and every three months thereafter.
6. Failing to complete all program requirements within the maximum allowable timeframe.

d) *Academic Dismissal*

A student enrolled in a 56 credit hour non-degree program will be academically dismissed for any of the following conditions:

1. CGPA below 1.0 based on 12 credits attempted.
2. CGPA below 1.5 based on 24 credits attempted.
3. CGPA below 2.0 based on 48 credits attempted and every 12 credits attempted thereafter
4. ICR below 60% of the cumulative attempted course credits at the end of six months of the program.
5. ICR below 66.67% of the cumulative attempted course credits at the end of nine months of program and every three months thereafter.
6. Failing to complete all program requirements within the maximum allowable timeframe.

e) *Academic Dismissal*

A student enrolled in a degree program will be academically dismissed for any of the following conditions:

1. CGPA below 1.0 based on 24 credits attempted.
2. CGPA below 1.5 based on 48 credits attempted.
3. CGPA below 2.0 based on 72 credits attempted and every 24 credits attempted thereafter.
4. ICR below 60% of the cumulative attempted course credits at the end of six months.
5. ICR below 66.67% of the cumulative attempted course credits at the end of 18 months every six months thereafter.
6. Failing to complete all program requirements within the maximum allowable timeframe.

**A student enrolled in transitional studies courses must be able to pass a transitional studies course after three attempts or that student will be academically dismissed. A student enrolled in the Occupational Therapy Assistant program may be withdrawn from that program if he or she requires more than two attempts to successfully complete a course in Biology (BI), Medical Education (ME), Occupational Therapy (OT), or any of the transitional courses. An unsuccessful attempt of a course is indicated by a grade of F, W, WF or NP.**

**Please note that a student may be terminated for academic reasons without previous action of academic probation, because academic progress in a program may be evaluated before a mandatory check point in the Standards of Satisfactory Academic Progress is reached. If the review of a student's academic progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Progress policy at the next mandatory check point, the student will be dismissed from the college.**

#### **IV. Procedure for Appealing Academic Dismissal**

Any student wishing to appeal an academic dismissal may do so in writing to the Dean of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed.

The Dean of Academic Affairs or an appeals committee will review the student's appeal and will determine whether the circumstances and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the Dean or the Committee.

Mitigating circumstances are defined as and limited to death in the immediate family; hospitalization of a student; documented medical problems; and other special circumstances such as independently documented work-related transfers, natural disasters, and family emergencies. Mitigating circumstances are events that are outside the student's control and are unavoidable.

A student who is granted an appeal may be reinstated and if otherwise eligible, receive financial aid; however, the student will be placed on probation at the start of the academic term.

#### **V. Procedure for Re-Entry After Academic Dismissal**

A student denied an appeal must sit out one year before being eligible for re-entry. A student terminated for violating satisfactory academic progress must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the term in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last term of attendance caused him or her to not meet the minimum standards of the academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

If the appeal is granted, the re-entering student will be placed on probation at the start of the term of return. The student must meet the standards of academic progress by the end of his or her first term if in a diploma program and second term if in a degree program to continue in the program. The student may be asked to retake courses previously failed in order to raise both the CPGA and ICR. **A student is allowed one and only one re-entry appeal after being academically terminated.**

#### **VI. Explanations of Related Issues**

##### *a) Calculation of CGPA*

A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. Most Brown Mackie College schools use a 4.0 scale in assigning grade points.

##### *b) Transitional Studies Courses*

Many Brown Mackie College schools require academic placement tests. Depending on test scores, students may be required to take transitional studies courses. Students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum timeframe and the incremental completion rate. Each individual transitional studies course may be attempted no more than three times. Failure to pass the courses within three attempts will result in termination from the College.

##### *c) Repeated Courses and Grades*

As courses are retaken, only the most recent attempt will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the Incremental Completion Rate. Any student who fails the same course three times is subject to dismissal from the college. Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate. The *Registered, not attended (N)* grade is not included in incremental completion rate. The grade *I* indicates *Incomplete* and is calculated as if it is an *F* for CGPA and ICR purposes until it is changed to another grade. Students may also retake a class in which they received a passing grade in order to improve their CGPA. However, students may not receive financial aid for classes they retake that they did not fail.

d) *Remediation of Academic Deficiencies*

It is strongly recommended that any student with withdrawn or failing grades register for the same course(s) in the subsequent term to improve academic performance.

e) *Transfer Credits*

Credits from transfer courses are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit are one and one-half times the number of credits remaining to complete the program.

Grades for credits transferred from any postsecondary institution will be recorded as *Transfer Credit (TR)* and will not affect the student's CGPA. Grades from courses taken in a program within the same school group, if applicable to a transfer program, will be recorded as earned credit and will affect the student's CGPA.

f) *Change of Program*

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

g) *Transfers*

A student must be in good satisfactory academic standing in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who has been terminated and wishes to transfer to another Brown Mackie College school must appeal his/her dismissal at the originating school and receive reinstatement prior to the transfer.

## **Nursing Programs Satisfactory Academic Progress Policy and Procedures**

### *Introductory Summary*

Applicable to every student enrolled in Nursing Programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in this policy are set to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy complies with requirements of accrediting commission(s) along with federal regulatory guidelines.

A student must demonstrate academic progress by successfully completing courses attempted. Completing courses with *C* or better grades indicates academic progress. Students in nursing programs do not receive a *D* grade for courses with an NU prefix. Poor academic performance may lead to academic probation and/or dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the College or campus.

The following criteria are used to determine whether or not a student is making academic progress, a student must be able to:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable time frame.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in dismissal, a student may appeal the dismissal. If the appeal is denied, the student will be dismissed. Students who have been dismissed but are waiting for their appeal to be reviewed will remain dismissed until otherwise notified.

The Nursing programs' Satisfactory Academic Progress Policy contains the following sections:

- Criteria for Honor Designations
- Minimum Standards for Academic Progress
- Consequences for Failing to Meet the Minimum Standards
- Procedure for Appealing Academic Dismissal
- Procedure for Re-Entry after Academic Dismissal
- Explanations of Related Issues

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

### **I. Criteria for Honor Designation**

**To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a term basis and upon graduation.**

#### *a) Term Honors Designations*

Any student who enrolls for and completes 12 credits or more is eligible for the following designations: Honors, Dean's List, and President's List.

<b>Term GPA</b>	<b>Honor Designations</b>
4.0	President's List
3.60-3.99	Dean's List
3.25-3.59	Honors

#### *b) Honor Designation at Graduation*

Any student who achieves a Cumulative Grade Point Average of 3.50 or better is designated an Honor Graduate.

## II. Minimum Standards for Academic Progress

To maintain academic progress, each nursing student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable time frame.

### a) *Cumulative Grade Point Average (CGPA)*

To continue enrollment in an academic program (to continue in school in the student's program), students enrolled in a 55 quarter credit hour, non-degree program must achieve the following benchmarks at the evaluation points in their program with regards to CGPA and ICR:

- Achieve a minimum CGPA of 1.75 based on 12 credit hours attempted.
- Achieve a minimum CGPA of 2.00 based on 24 credit hours attempted.
- Achieve a minimum CGPA of 2.40 based on 36 credit hours attempted, and every 12 credits attempted thereafter.

### b) *Cumulative Grade point Average (CGPA)*

To continue enrollment in an academic program, students enrolled in a 110 quarter credit hours degree program must achieve the following benchmarks at the evaluation points in their program with regards to CGPA:

- Achieve a minimum CGPA of 1.75 based on 24 credit hours attempted.
- Achieve a minimum CGPA of 2.00 based on 48 credit hours attempted.
- Achieve a minimum CGPA of 2.40 based on 72 credit hours attempted and every 24 credit hours attempted thereafter.

**In order to be eligible for graduation, a student must achieve a CGPA of 2.40 at the time of graduation. All grades except *Withdrawn (W)*, *Proficiency (PR)*, *Transfer (TR)*, and *Test out (CR)* courses are calculated into the CGPA.**

### c) *Incremental Completion Rate (ICR)*

To continue enrollment in the 55 quarter credit hour, Practical Nursing non-degree program, a student must also:

- Successfully complete at least 60% of the cumulative attempted course credits at the end of the second quarter.
- Successfully complete at least 66.67% of the cumulative attempted course credits at the end of the third quarter and every quarter thereafter.

To continue enrollment in the 110 quarter credit hour, degree program, a student must also:

- Successfully complete at least 60% of the cumulative attempted course credits at the end of the second quarter.
- Successfully complete at least 66.67% of the cumulative attempted course credits at the end of the third quarter and every quarter thereafter.

### d) *Maximum Allowable Timeframe*

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

Example:

Students in the 55 quarter credit Practical Nursing program can attempt 83 credits.

Students in the 110 quarter credit Nursing program can attempt 165 credits.

**All grades are included in the maximum allowable credits and incremental completion rate calculations.**

## III. Consequences for Failing to Meet the Minimum Standards

A student failing to achieve any of the minimum standards of the three criteria as described in the preceding section will face the corresponding administrative actions or corrective actions.

*a) Academic Probation*

Students enrolled in the 55 quarter credit hour practical nursing program will be placed on academic probation if:

1. CGPA is at least 1.75 but below 2.0 based on 12 quarter credit hours attempted.
2. CGPA is at least 2.0 but below 2.4 based on 24 quarter credit hours attempted.

Students enrolled in the 110 quarter credit hour Nursing associate degree program will be placed on academic probation if:

1. CGPA is at least 1.75 but below 2.0 after 24 quarter credit hours attempted.
2. CGPA is at least 2.0 but below 2.4 after 48 quarter credit hours attempted.

**A student on academic probation status is deemed to be making satisfactory academic progress, and remains eligible for financial aid.**

*b) Academic Dismissal*

A student enrolled in the 55 quarter credit hour Practical Nursing program will be academically dismissed from the program for any of the following conditions:

1. CGPA below 1.75 after 12 quarter credit hours attempted.
2. CGPA below 2.0 after 24 quarter credit hours attempted.
3. CGPA below 2.4 after 36 quarter credit hours and every quarter thereafter.
4. ICR below 60% of the cumulative attempted course credits at the end of the second quarter.
5. ICR below 66.67% of the cumulative attempted course credits at the end of the third quarter of program and every quarter thereafter.
6. Failing to complete all program requirements within the maximum allowable timeframe.

A student enrolled in the 110 quarter credit hour Nursing associate degree program will be academically dismissed from the program for any of the following conditions:

1. CGPA below 1.75 after 24 quarter credit hours attempted.
2. CGPA below 2.0 after 48 quarter credit hours attempted.
3. CGPA below 2.4 after 72 quarter credit hours attempted.
4. ICR below 60% of the cumulative attempted course credits at the end of the second quarter.
5. ICR below 66.67% of the cumulative attempted course credits at the end of the third quarter of program and every quarter thereafter.
6. Failing to complete all program requirements within the maximum allowable timeframe.

**A student enrolled in transitional studies courses must be able to pass a transitional studies course after three attempts or that student will be academically dismissed. Additionally, students may be withdrawn from the Nursing program if they fail two nursing (NU) courses or fail a nursing (NU) course twice.**

**Please note that a student may be dismissed for academic reasons without the previous action of academic probation, because academic progress in a program may be evaluated before a mandatory check point in the Standards of Satisfactory Academic Progress is reached. If the review of a student's academic progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Progress policy at the next mandatory check point, the student will be dismissed from the college.**

#### **IV. Procedure for Appealing Academic Dismissal**

Any student wishing to appeal an academic dismissal may do so in writing to the VP/Dean of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed.

The VP/Dean of Academic Affairs or an appeals committee will review the student's appeal and will determine whether the circumstances and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the VP/Dean or the Committee.

Mitigating circumstances are defined as and limited to death in the immediate family; hospitalization of the student; documented medical problems; and other special circumstances such as independently documented work-related transfers, natural disasters, and family emergencies. Mitigating circumstances are events that are outside the student's control and are unavoidable.

A student who is granted an appeal may be reinstated and, if otherwise eligible, receive financial aid; however, the student will be placed on probation at the start of the next academic term.

## **V. Procedure for Re-Entry after Academic Dismissal**

A student denied an appeal must sit out one year before being eligible for re-entry. A student terminated for violating satisfactory academic progress must appeal in writing to the VP/Dean of Academic Affairs for re-entry before the start of the term in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last term of attendance caused him or her to not meet the minimum standards of the academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

If the appeal is granted, the re-entering student will be placed on probation at the start of the term of return. The student must meet the standards of academic progress by the end of his or her first term to continue in the program. The student will be required to retake courses previously failed in order to raise both the CPGA and ICR. **A student is allowed one and only one reentry appeal after being academically terminated.**

## **VI. Explanations of Related Issues**

### *a) Calculation of CGPA*

A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. Brown Mackie College uses a 4.0 scale in assigning grade points.

### *b) Transitional Studies Courses*

Many Brown Mackie College schools require an academic readiness evaluation. Based on the results of the initial academic assessment, students will be required to take transitional studies courses. Students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum timeframe and the incremental completion rate.

Each individual transitional studies course may be attempted no more than three times. Failure to pass the courses within three attempts will result in termination from the College.

### *c) Repeated Courses and Grades*

As courses are retaken, only the most recent attempt will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the Incremental Completion Rate. Any student who fails nursing (NU) courses, or the same (NU) nursing course twice, will be dismissed from the program. Withdrawn and failing grades are included in the maximum allowable time frame and incremental completion rate. The *Registered, not attended* grade is not included in incremental completion rate. The grade *I* indicates *Incomplete* and is calculated as if it is an *F* for CGPA and ICR purposes until it is changed to another grade. Students may also retake a class in which they received a passing grade in order to improve their CGPA. However, the student may not receive financial aid for classes they retake that they did not fail.

If a student fails the same class more than once and then passes, the passing grade replaces only the previously failed attempt. All attempts count towards the students ICR and Maximum Allowable Time Frame

### *d) Remediation of Academic Deficiencies*

It is strongly recommended that any student with withdrawn or failing grades register for the same course(s) in the subsequent term to improve academic performance.

### *e) Transfer Credits*

Credits from transfer courses are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit are one and one-half times the number of credits remaining to complete the program.

Grades for credits transferred from any post-secondary institution will be recorded as *Transfer credit (TR)* and will not affect the student's CGPA. Grades from courses taken in a program within the same college group, if applicable to a transfer program, will be recorded as earned credit and will affect the student's CGPA.

f) *Change of Program*

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

f) *Transfers*

A student must be in good satisfactory academic standing on order to be allowed the opportunity of transferring from one program to another or from one college or campus to another. A student who has been terminated and wishes to transfer to another Brown Mackie College school must appeal his/her dismissal at the originating school and receive reinstatement prior to the transfer.

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*Library Assistant*

## **General Education**

Janet Conner, BA, MA  
University of Missouri  
*Chair, General Education*

Pamela Smits, MA  
Truman University

Julie Smith, BA, MA, PhD  
University of Kansas

## **Business**

Carl Pihl, MBA  
Friends University

## **Technology**

Jim Watkins, MCSE, CCP

## **Allied Health**

Virginia Walker, BS, DC  
Cleveland Chiropractic College

Dr. David Noll, BS, MD  
University of Kansas

## **Nursing**

Ann Carmack, RN, BSN, MSN  
University of Missouri  
*Nursing Program Director*

Christopher Martinez, RN, BSN  
Nebraska Methodist College

Linda Richards, EMT, AA  
Kansas City Kansas Community College

Patricia Frost, RN, BSN  
Capital University

Melissa Timmons, RNBC, AA, BSN, MSN  
Rockhurst University

Sherry Payne, RN, BSN  
Rockhurst University

Lorene Massa, RN, BSN, MA  
Northeast Missouri State University

Jana Curtis, RN, BSN  
Rockhurst University

Tammie Patterson, RN, BSN  
University of Phoenix

Teresa Green, RN, BSN, MSN  
University of Phoenix

## **Legal Studies**

Karen Virgillito, BA, JD  
University of Texas  
*Chair, Legal Studies*

## **Occupational Therapy**

Alyson Denton, BA, MS, OTR  
Rockhurst University  
*Chair, Occupational Therapy*

Megan Laurent, BA, MOT, MS  
University of Kansas

Allora Nutter, BS, MOT  
University of Kansas

## **Veterinary Technology**

Mary Hernandez, AA, BS, DVM  
University of Illinois  
*Chair, Veterinary Technology*

Gregory Harvey, AA  
Maple Woods Community College

## **Brown Mackie College – Oklahoma City**

M. Lee Niles, PhD  
Texas A&M  
*Dean of Academic Affairs*

# STUDENT SERVICES AND REGULATIONS

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## **Tutoring**

The College has designed its class scheduling to leave Wednesdays and Fridays available for tutoring by faculty at no additional charge. Participation in Friday tutoring sessions may be required of students as part of their course assignments. Student tutors are also available for many courses. However, students should not expect tutoring to be available for every course or for every term. It is the student's responsibility to complete the program independently with tutoring limited to an appropriate level of ancillary support. A designated faculty member coordinates all tutoring resources at each Brown Mackie College location that offers this service. Students interested in tutoring should contact the Academic Affairs Office for further information.

## **Advising**

Student advisors and/or faculty are available to assist students with academic, personal, and employment issues which may be distracting them from successful pursuit of their courses. The student advisor and/or faculty member works closely with faculty, staff, and administration to assist students in finding solutions to such issues, and can also direct students to appropriate community resources. The student advisor and/or faculty member also assist in organizing College-approved events for both students and employees.

## **Disability Services**

The College provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at the College.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at the College of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Dean of Academic Affairs at the campus. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

## **Career Services**

The Office of Career Services assists graduates in entering careers in their fields of education and training. The Career Services staff works with students prior to graduation to determine areas of employment interest and to explore employment options. Students are notified of appropriate opportunities as these occur. Although the College does not guarantee employment to any graduate, the Office of Career Services works to provide employment leads and to help graduates obtain interviews for appropriate employment. Students seeking part-time employment are also assisted by the office, which interviews and screens students in advance, and arranges interviews between employers and students when employment opportunities occur. Students are then expected to take the initiative in pursuing the employment process.

Career Services assistance is most effective when there is cooperation between the graduating student and the Office of Career Services. To this end, it is the student's responsibility to do the following:

- Understand that the College cannot and does not guarantee the employment of any graduate, and that obtaining employment is ultimately the graduate's responsibility. While the Office of Career Services will assist all graduates in good standing, graduates should independently pursue entry-level employment opportunities and not rely solely on the efforts of the office.
- Complete all paperwork required by the office and keep the office apprised of any changes in personal or employment information.
- Attend workshops and training sessions as these become available. Attendance at these sessions will assist students in preparing résumés, cover letters, and applications, and will provide information concerning interviewing techniques.
- Attend career conferences as requested by the Office of Career Services. These meetings enable the staff to better assess the career goals and needs of each student.
- Begin addressing practical concerns immediately. These include such issues as child care, transportation, and wardrobe.

## **Professional Appearance**

Appearance is an important indication of professionalism. Some educational programs have specific dress requirements. The College reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

## **Transcripts**

The academic transcript provides a record of every course which the student has attempted and indicates any credential earned at the College. A sealed, dated, and signed copy of this record constitutes an official transcript, which may be ordered for a \$5.00 fee. Official transcripts will not be issued to, or on behalf of, students who have not satisfied their financial obligations to the College. The student's written authorization is required for the College to release an official transcript.

## **Student Right-to-Know Statement**

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.

## **Security of Student Information: Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information the College may disclose to third parties without receiving prior written consent from the student.

### *I. Procedure to Inspect Education Records*

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the College president. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The College may require the presence of a College official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

### *II. Disclosure of Education Records*

The College generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To College officials who have been determined by the school to have legitimate educational interests in the records. A school official is:
  - a. a person employed by the school in an administrative, supervisory, academic or research, or support staff position;  
or
  - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for the College has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another College or the Brown Mackie College system of schools, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. [The school, in such instances, may only disclose the name of the perpetrator — not the name of any other student, including a victim or witness — without the prior written consent of the other student(s).]
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and the College will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

### *III. Record of Requests for Disclosure*

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to College officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), the College will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

#### *IV. Directory Information*

The College designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email, and Web site
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, re-entry, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at the College to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, Brown Mackie College–Salina, Brown Mackie College – Kansas City, or Brown Mackie College – Oklahoma City. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

#### *V. Correction of Education Records*

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The College may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the College. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, the College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph six above, the College will:
  - a. maintain the statement with the contested part of the record for as long as the record is maintained and
  - b. disclose the statement whenever it discloses the portion of the record to which the statement relates.

## *VI. Student Right to File Complaint*

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office  
United States Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## **College Store**

Each Brown Mackie College location has a college store that stocks texts, courseware, and other educational supplies required for courses at the College. Students will also find a variety of personal, recreational, and gift items, including apparel, supplies, and general merchandise incorporating the College logo. Hours are posted at the College store entrance.

## **Alcohol/Drug Possession, Usage, and Distribution Policy**

### *Drug-Free Workplace and College*

The use of illegal drugs and the abuse of alcohol on the grounds of the College or in facilities controlled by the College are prohibited by college regulations and are incompatible with the College goal of providing a healthy educational environment for students, faculty, staff, and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

### *Effects of Drugs and Alcohol*

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of the College and the requirements of state and federal law, the College has adopted this program to ensure a drug-free college and workplace and to prevent the use of controlled substances and the abuse of alcohol.

### *Health Risks Associated with the Use of Alcohol*

#### **Short-Term Risks**

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

#### **Long-Term Risks**

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus, or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis

- Pancreatitis
- Birth defects
- In males, testicular atrophy and breast enlargement
- In females, increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10 to 12 years

### *Health Risks Associated with the Use of Drugs*

#### **Amphetamines (Speed, Uppers)**

- Malnutrition
- Hallucinations
- Dependence, psychological, and sometimes physical

#### **Deliriants (Aerosols, Lighter Fluid, Paint Thinner)**

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

#### **Depressants (Barbiturates, Tranquilizers, Methaqualone)**

- Confusion, depression, loss of coordination
- Dependence — physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

#### **Hallucinogens (LSD, PCP, DMT, STP, Mescaline)**

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

#### **Intravenous Drug Use**

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

#### **Marijuana and Hashish**

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men, lower levels of testosterone and increase in abnormal sperm count

#### **Stimulants (Cocaine)**

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

#### **Narcotics (Heroin, Morphine, Codeine, Opium)**

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

## *Sanctions*

### **College Sanctions**

The College, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the College will apply sanctions that could lead to a student being fined, suspended, or expelled or an employee being disciplined, suspended, or dismissed for violation of the College standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

The use of illegal drugs and the abuse of alcohol at the College or in facilities controlled by the College are prohibited by college regulations and are incompatible with the College goal of providing a healthy educational environment for students, faculty, staff, and guests. The following information is provided in compliance with the Safe and Drug-Free Schools and Communities Act.

### **State of Kansas Sanctions**

#### **Kansas Law — Use and Misuse of Forms of Identification**

Possession, use, sale, or manufacture of altered or false driver's licenses or identification cards are prohibited by criminal laws. Criminal conviction may jeopardize employment status in professions requiring licensing, certification, or security clearances.

In Kansas, it is also illegal to lend a driver's license or identification card to another person under 21 years of age in order to obtain cereal malt beverage and/or alcoholic liquor.

- Possession or display of any fictitious or fraudulently altered driver's license or identification card is a Class B non-person misdemeanor.  
*Maximum Penalty:* 6 months in jail; \$1,000 fine
- Lending their driver's license or identification card to a person under 21 years of age for use in obtaining cereal malt beverage and/or alcoholic liquor, is a Class B non-person misdemeanor (first conviction).  
*Maximum Penalty:* at least 100 hours public service; \$500 fine, 6 months in jail; (severity level and penalties increase with subsequent convictions).
- Other crimes relating to false identifications can be more severe. Dealing in false identification documents is a severity level 9 non-person felony. Penalties will vary based upon factors considered in sentencing guidelines.  
*Maximum Penalty:* 12 months in prison; \$100,000 fine

#### **Kansas Law — Consumption of Alcohol**

- It is illegal for anyone of any age to consume alcoholic liquor on state (university) property, except where specific exemptions are provided by law.  
*Maximum Penalty:* 6 months in jail; \$200 fine
- It is illegal for anyone under 21 years of age to possess, purchase, attempt to purchase, or consume cereal malt beverage or alcoholic liquor anywhere within the state.  
*Maximum Penalty:* 1 month in jail; \$200 minimum fine (18–21 years of age); \$500 fine (under 18 years of age); perform 40 hours of public service and attend an alcohol education program and 30 day suspension of driving privileges
- It is illegal for anyone to furnish cereal malt beverage or alcoholic liquor to another person under 21 years of age.  
*Maximum Penalty:* 6 months in jail; \$1,000 fine

#### **Kansas Law — Driving Under the Influence**

In Kansas, it is illegal to operate a vehicle under the influence of alcohol, drugs, or both alcohol and drugs with a breath or blood alcohol content of .08 or more. For anyone under 21, it is illegal to do so with a breath or blood alcohol content of .02 or greater. If convicted, you are subject to the following penalties:

- First Conviction — Misdemeanor  
*Maximum Penalty:* 6 months in jail (48 hours mandatory) or 100 hours of public service; \$1,000 fine; required completion of an alcohol education program; suspended driver's license for 30 days (then restricted for 330 days); impoundment of vehicle for up to one year, with costs
- Second Conviction — Misdemeanor  
*Maximum Penalty:* 1 year in jail (5 days mandatory); \$1,500 fine; completion of an alcohol education program; suspended driver's license for 1 year; then use of ignition interlock device for 1 year; impoundment of vehicle for up to one year, with costs

- Third Conviction — Felony  
*Maximum Penalty:* 1 year in prison (90 days mandatory); \$2,500 fine; required completion of an alcohol education program; suspended driver's license for 1 year; then use of ignition interlock device for 1 year; impoundment of vehicle for up to one year, with costs
- Fourth and Subsequent Convictions — Felony  
*Maximum Penalty:* 1 year in prison (90 days mandatory); \$2,500 fine; participation in alcohol abuse program; 1 year post-release supervision; suspended driver's license for 1 year; then use of ignition interlock device for 1 year; revocation for one year of the license plate or temporary registration certificate of the motor vehicle driven during the violation; impoundment of vehicle for up to one year, with costs; (on fifth conviction driver's license is permanently revoked)
- Refusal to submit to alcohol or drug testing  
*Penalty:* *First time — suspended driver's license for 1 year*  
*Second time — suspended driver's license for 2 years*  
*Third time — suspended driver's license for 3 years*  
*Fourth time — suspended driver's license for 10 years*  
*Fifth time — license is permanently revoked*

### **Kansas Law — Drugs**

The illegal possession or illegal use of drugs may subject individuals to criminal prosecution. The College will refer violations or proscribed conduct to appropriate authorities for prosecution.

- Kansas law provides that any person who violates the criminal statutes on controlled substances by manufacturing a controlled substance will be guilty of a drug severity level 1 felony.  
*Maximum penalty:* 17 years imprisonment; \$500,000 fine
- Illegal possession of opiates, amphetamines, and narcotics is a drug severity level 4 felony.  
*Maximum penalty:* 3 1/2 years imprisonment; \$100,000 fine
- Unlawful possession of a depressant,\* paraphernalia, stimulant, or hallucinogenic drug is punishable as a Class A non-person misdemeanor.  
*Maximum penalty:* 1 year and 2 months imprisonment; \$2,500 fine
- The sale or distribution of these drugs is a drug severity level 3 felony.  
*Maximum penalty:* 4 years and 3 months imprisonment; \$300,000 fine

\**Depressants include barbiturates and barbital. Hallucinogens include LSD, marijuana, and psilocybin.*

### **Oklahoma State Law - Alcohol**

#### 1. Public Intoxication – 37 Okla. State § 8

A person who is drunk or intoxicated and disturbs the peace of any person is guilty of a misdemeanor punishable by a fine of not less than \$10.00 nor more than \$100.00, or imprisonment of not less than five (5) not more than thirty (30) days, or both.

#### 2. Possession of Alcohol by a Minor in Public – 21 Okla. Stat. § 1215

It is unlawful for any person under twenty-one (21) years of age to possess any intoxicating beverage containing more than 3.2% alcohol by weight and more than ½ of 1% of alcohol by volume while upon any public street, road, highway or in any public building or place. Violators are subject to a fine not to exceed \$100,000, or imprisonment not to exceed thirty (30) days, or both.

#### 3. Consumption or Possession of Alcohol by a Minor – 37 Okla. Stat. § 246

A minor who consumes or possesses with the intent to consume alcohol is guilty of a misdemeanor and, for a first offense, is subject to a fine not to exceed \$300.00, or the performance of community service not to exceed thirty (30) hours, or both, in addition to suspension of one's driver's license. The punishments for subsequent offenses increase with each other.

#### 4. Driving Under the Influence of Alcohol – 47 Okla. Stat. § 11-902

It is a misdemeanor to drive, operate or be in physical control of a motor vehicle where the alcohol concentration in such person's blood or breath is 0.08% or more. Penalties for a first offense include: imprisonment for a period not less than ten (10) days or more than one (1) year and a fine of not more than \$1,000.00.

## Laws Governing the Use of Drugs

Note: This listing is not intended to be a comprehensive listing and is not intended for legal purposes.

### Oklahoma State Law – Controlled Substances

The State of Oklahoma also imposes penalties for the possession, sale or delivery of controlled substances. Oklahoma classifies controlled substances according to Schedule I through V consistent with federal law. Unlike federal law, which classifies penalties according to the type and quantity of controlled substance involved, penalties under Oklahoma law vary according to the type of activity involved.

*An extensive comprehensive list of the drugs and their classifications under Oklahoma law can be found in Chapter 2 of Title 63 of the Oklahoma Statutes, commonly known as the Oklahoma Uniform Controlled Dangerous Substances Act, which is available at <http://www.lsb.state.ok.us>.*

1. One who distributes, dispenses, transports with the intent to distribute or dispense, or possesses with the intent to manufacture, distribute or dispense a controlled substance is subject to the following penalties:

a. Schedule I and II narcotic drugs, and LSD – a felony punishable by a prison term not exceeding five (5) years and/or a fine of up to \$100,000.00;

b. Any other Schedule I, II, III or IV drugs – a felony punishable by a prison term not exceeding two (2) years and/or a fine of up to \$20,000.00;

c. Schedule V drugs – a felony punishable by a prison term not exceeding one (1) year and/or a fine of up to \$1,000.00 (a second conviction regarding Schedule V drugs carries with it a prison term of five (5) years and/or a fine of up to \$5,000.00).

2. One who knowingly or intentionally possesses or purchases a controlled substance is subject to the following penalties:

a. Schedule I and II drugs, other than marijuana – a felony punishable by a term of imprisonment of not less than two (2) years nor more than ten (10) years and a fine of \$100.00 (second and subsequent convictions carry prison terms of four (4) to twenty (20) years);

b. Schedule III, IV and V drugs, along with marijuana – a felony punishable by term of imprisonment of not more than one (1) year and fine of \$100.00 (second and subsequent convictions carry prison terms of between two (2) and ten (10) years); and

c. For any such offense occurring within 1,000 feet of school property (including colleges and universities), the penalties are automatically doubled (second and subsequent convictions occurring within 1,000 of school property result in tripled penalties).

3. One who sells, delivers, possesses or manufactures drug paraphernalia for the ingestion of a controlled substance is guilty of a misdemeanor punishable by a jail term not to exceed one (1) year and/or a fine of up to \$1,000.00 for a first offense, with second and third convictions carrying fines of up to \$5,000.00 and \$10,000.00 respectively, in addition to the jail terms noted above (an adult who sells or delivers paraphernalia to a minor, however, is guilty of a felony).

### Financial Aid

A student may be ineligible to receive financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs.

### Federal Penalties and Sanctions

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

#### First Conviction

Up to one year in prison, fine of \$1,000 to \$100,000, or both

#### Second Conviction

At least 15 days and up to two years imprisonment, \$5,000 to \$250,000 fine, or both

#### After Two Drug Convictions

At least 90 days and up to three years in prison, \$5,000 to \$250,000 fine, or both.

Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least five years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds five grams, for a second conviction if amount exceeds three grams, and for a third or subsequent conviction if the amount exceeds one gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances; denial of federal benefits including student loans, grants, and contracts, and denial or revocation of certain federal licenses and benefits.

### *Convictions for Drug-Related Offenses*

Any student convicted of any drug-related criminal statute must notify the Dean of Academic Affairs, in writing, no later than five days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the College need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

### *Danger Signals Indicating a Drug or Alcohol Problem*

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- Abrupt changes in mood or attitude
- Decreased efficiency at work or at school
- Frequent absences, tardiness, and/or early departures
- Relationship problems with family, friends, and co-workers
- Unusual outbursts of anger and hostility
- Social withdrawal

### *Counseling*

If you observe any of these changes in yourself or another student, you are encouraged to talk with the Student Advisor.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. They can refer you to one that meets your needs.

*Organizations to Contact for Help*

**Salina Area Resources**

Central Kansas Foundation for Alcohol and Chemical  
Dependency  
1805 South Ohio  
Salina, KS 67401  
785-825-6224

Central Kansas Mental Health Center  
809 Elmhurst Boulevard  
Salina, KS 67401  
785-823-6322

St. Francis Center at Salina  
1646-B North 9th Street  
Salina, KS 67401  
785-823-0001

**Kansas City Area Resources**

Johnson County Adult Detox Center  
8000 W 127th Street  
Overland Park, KS 66213  
913-897-6101

Heart of America Family Services  
10500 Berkley, Suite 210  
Overland Park, KS 66212  
913-642-4300

National Sexual Assault Hotline  
(800) 656-HOPE

**National Resources**

The National Institute on Drug Abuse Hotline 800.662.4357 is available from 8 a.m. to 2 a.m., Monday through Friday and from 11 a.m. to 2 a.m. on weekends.

A list of emergency and sliding-fee scale resources is available from the counselor.

SACEK — Social Abuse Center of Eastern Kansas  
3424 Rainbow  
Kansas City, KS 66103  
913-362-0002

Johnson County Mental Health/Substance Abuse Center  
6000 Lamar, Suite 130  
Shawnee, KS 66202  
913-831-2550

**Oklahoma City Area Resources**

Narcotics Anonymous  
Oklahoma City, OK 73102  
(405) 524-7068

Alcoholics Anonymous  
Oklahoma City Intergroup Service Office  
2701 N. Portland, Suite E,  
Oklahoma City, OK 73107  
Hotline (405) 524-1100

Oklahoma Prevention Resource Center  
Department of Mental Health and Substance Abuse  
Services  
2401 NW 23rd, Suite 82  
Oklahoma City, OK 73107  
(405) 522-3810  
(405) 522-3650

# STUDENT CONDUCT

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## STUDENT CONDUCT POLICY

### SECTION I. GUIDING PRINCIPLES.

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

### SECTION II. SCOPE.

This Student Conduct Policy applies to all students and student organizations at the College.

### SECTION III. REACH.

The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms, at College-sponsored activities, or student organization sponsored events. At the discretion of the dean of academic affairs, the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

### SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

### SECTION V. DISCIPLINARY OFFENSES.

**The offenses listed below are given as examples only. The College may sanction other conduct not specifically included on this list.**

#### 1. Scholastic Dishonesty

- a) Plagiarism
- b) Cheating on assignments or examinations
- c) Engaging in unauthorized collaboration on academic work
- d) Taking, acquiring or using test materials without faculty permission
- e) Submitting false or incomplete records of academic achievement;
- f) Altering, forging or misusing a College academic record;
- g) Fabricating or falsifying data, research procedures, or data analysis;
- h) Deceiving the College and/or its officials.

#### 2. Illegal or Unauthorized Possession or Use of Weapons

- a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.

#### 3. Sexual Assault or Nonconsensual Contact

- a) Any form of unwanted sexual attention or unwanted sexual contact

#### 4. Threatening, Violent or Aggressive Conduct

- a) Assault, battery, or any other form of physical abuse of a student or college employee
- b) Fighting or physical altercation
- c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
- d) Any conduct that threatens the health or safety of another individual one's own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student

#### 5. Theft, Property Damage and Vandalism

Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.

- a) Extortion
- b) Setting fires, tampering with fire safety and/or fire fighting equipment

## **6. Disruptive or Disorderly Conduct**

Disruptive Behavior, such as, Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

- a) Disruptive Classroom Conduct, such as,
  - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
  - ii. Use of cell phones and pagers during scheduled classroom times
- b) Disorderly Conduct, such as,
  - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
  - ii. Breach of peace on college property or at any college-sponsored or supervised program
  - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation

## **7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol**

- a. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the college.
- b. Being under the influence of illegal or controlled substances on college property, or at any college function
- c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
- d. Being under the influence of alcohol on college property or at any college function is also prohibited

## **8. Verbal Assault, Defamation and Harassment**

- a. Verbal abuse of a student or college employee
- b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
- c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

## **9. Hazing**

- a. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

## **10. Falsification**

### **Willfully providing college officials with false, misleading or incomplete information**

Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

### **11. Abuse of the College disciplinary system, including but not limited to:**

- a) Failure to obey the summons of a disciplinary body or college official
- b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
- c) Disruption or interference with the orderly conduct of a disciplinary proceeding
- d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
- e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
- f) Failure to comply with the sanction(s) imposed under the student conduct policy
- g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system

### **12. Unauthorized Use or Misuse of College Facilities**

- a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

### **13. Violation of Federal or State Laws**

- a) Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

#### 14. Insubordination

- a) Persistent or gross acts of willful disobedience or defiance toward college personnel
- b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
- c) Failure to exit during fire drill,
- d) Failure to identify oneself when on college property or at a college- sponsored or supervised functions, upon request of college official acting in the performance of his/her duties

#### 15. Violations of College Rules

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
- e) Any violation of the institutions policies on the responsible use of technology including but not limited to
  - I. The theft or abuse of computer, email, Internet or Intranet resources
  - II. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
  - III. Unauthorized transfer of a file
  - IV. Unauthorized downloading of copyrighted materials in violation of law
  - V. Unauthorized use of another individual's identification and/or password
  - VI. Use of computing facilities to interfere with the work of another student, faculty member, or school official
  - VII. Use of computing facilities to send obscene or abusive messages
  - VIII. Use of computing facilities to interfere with normal operation of the school's computing system
- f) Failure to satisfy school financial obligations

**The above list is illustrative only, and the College may sanction other conduct not specifically included on this list.**

#### SECTION VI. SANCTIONS.

The College may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The dean of academic affairs or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. Expulsion: The student will be expelled from the College immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

#### SECTION VII. DISCIPLINARY PROCEDURES.

##### Complaint

Any member of the College community may file a complaint against any student for misconduct or for otherwise being in violation of the College policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the dean of academic affairs Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.

3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The dean of academic affairs or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless the College determines that the circumstances do not warrant disclosure of some or all of the facts.

### **Search of Student's Property**

Students have no expectation of privacy in their personal property while on campus. The College reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

### **Notification and Determination of violations that warrant Disciplinary Meeting**

1. The dean of academic affairs or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The dean of academic affairs or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
  - a. If a STUDENT fails to appear for the meeting, the dean of academic affairs or his/her delegate may make a determination of violations of the College policies on the basis of the information available, and impose sanctions for such violations.

### **Notification and Determination of violations that warrant Disciplinary Hearing**

*In some cases, involving serious violations, the dean of academic affairs or delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.*

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
  - a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
  - b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

### **Disciplinary Panel**

A Disciplinary Panel may consist of members of the college Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

### **Administrative Interim Suspension**

Students may be administratively suspended on an interim basis when:

- (1) serious allegations are being investigated
- (2) serious allegations are pending before a disciplinary panel
- (3) in advance of a disciplinary panel hearing; or
- (4) when a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the dean of academic affairs or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the dean of academic affairs or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

### **SECTION VIII. APPEAL PROCEDURES.**

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to the College policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of the College or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to [school name] policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

### **Anti-Hazing Policy**

Hazing involving College students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at the College. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy the Dean of Student Affairs. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

### **No Harassment Policy**

The College is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, genetic marker, marital status, veteran status or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

### **Definition of Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The College prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

### *Other Forms of Harassment*

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

### *Complaint Procedure*

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment or Discrimination. Promptly after learning of such alleged conduct, the College will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, the College will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

## **Complaint and Resolution Process**

In order to provide an effective and equitable means of resolving student complaints, a process is available to any student who believes that the College decision, action, or policy has unfairly and adversely affected his or her status, rights, or privileges as a student. In most cases, a complaint can be resolved at the school level. Faculty and staff are available to guide students in completing their programs, and students must be aware of those resources to whom issues and concerns should be addressed. These are as follows:

<b>Faculty</b>	Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.)
<b>Department Chair or Program Director</b>	Unresolved academic issues pertaining to the student's program (as program objectives, curriculum, graduation requirements, licensure examinations, faculty, etc.)
<b>Academic Affairs Office</b>	Unresolved issues pertaining to faculty, curriculum, grades, attendance, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues which may impact the student's education
<b>Office of the Registrar</b>	Resolution of issues involving course scheduling and obtaining transcripts
<b>Student Financial Services Office</b>	Resolution of issues involving loans, grants, deferments, verification, federal funding, and consequences of withdrawal
<b>Business Office</b>	Resolution of issues involving the status of the student's account and issues of billing (as monthly payments, book returns, financial arrangements, fees, etc.)
<b>Office of Career Services</b>	Full-time and part-time employment assistance, employment correspondence, and related employment services
<b>College President</b>	Resolution of an issue in any area above which remains unresolved by the employee to whom the issue has been properly addressed

However, a student who believes that his or her complaint remains unsatisfactorily resolved by the College may refer the complaint to the appropriate office as follows:

Kansas Board of Regents  
1000 SW Jackson, Suite 520  
Topeka, KS 66612

Oklahoma State Regents for Higher Education  
655 Research Parkway, Suite 200  
Oklahoma City, OK 73104

Oklahoma Board of Private Vocational Schools  
3700 N. Classen Boulevard, Suite 250  
Oklahoma City, OK 73118-2864

Higher Learning Commission  
230 S. LaSalle St., Suite 7-500  
Chicago, IL 60604

## **NON DISCRIMINATION POLICY**

The College does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Campus President at Brown Mackie College - Salina, Brown Mackie College - Kansas City, or Brown Mackie College - Oklahoma City.

## **STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the College's non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Campus President or for academic matters with the Dean of Academic Affairs. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. The Campus President or Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Campus President or the Dean of Academic Affairs may be appealed by petitioning the College President's Office at Brown Mackie College - Salina. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Campus President or Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.
5. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/ocr>.

## **Arbitration**

Every student and the College agrees that any dispute or claim between the student and the College (or any company affiliated with the College, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at the College whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or the College's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If the College intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with the College, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, the College will select one.

The College agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds more than the relevant jurisdictional threshold the College reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR THE COLLEGE CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR THE COLLEGE WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student's written request, the College will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with the College. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, [www.jamsadr.com](http://www.jamsadr.com), 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arbforum.com](http://www.arbforum.com), 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document.

# TUITION, FEES, AND REFUND POLICY

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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 a part of this catalog.

## Refund Policy

The College is entirely self-supporting. The admission of a student into the College 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, Perkins, Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, 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 amounts 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.

To officially withdraw, the student will need to notify the Registrar's Office. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records.

*Adjustment of Charges – Brown Mackie College – Kansas City, Brown Mackie College – Salina, and Brown Mackie College - Oklahoma City*

In accordance with Brown Mackie College – Kansas City and Brown Mackie College – Salina policy, if a student withdraws from Brown Mackie College – Kansas City or Brown Mackie College – Salina, Brown Mackie College – Kansas City or Brown Mackie College – Salina will earn tuition and fees as follows, based on the week 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 – Brown Mackie College – Kansas City, Brown Mackie College –Salina, and Brown Mackie College – Oklahoma City*

An applicant may cancel his or her Enrollment agreement in writing, within 6 days (until midnight of the sixth day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. An applicant may cancel his or her enrollment by submitting notice in writing. When enrollment is cancelled, all monies paid to the College will be refunded to the applicant.

# FINANCIAL ASSISTANCE PROGRAMS

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The College maintains a full-time staff of financial aid professionals to assist qualified students in obtaining the financial assistance they require to meet their education expenses. Available resources include federal and state aid, student loans from private lenders, and federal work-study opportunities, both on and off College premises. Federal assistance programs are administered through the U.S. Department of Education, Office of Student Financial Assistance. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current *Student Guide*, published by the U.S. Department of Education. This important document may be obtained in the Student Financial Services Office and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available.

## **Federal Pell Grant**

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available through high school counselors or the Student Financial Services Office. The amount of the award depends upon the determination of the student's eligibility, his/her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available through the College Student Financial Services Office.

## **Academic Competitive Grant (ACG)\***

The Academic Competitive Grant is available to students who are receiving a Pell Grant, are full time in their first or second year of college in a degree program, who graduated from High School in 2005 or later, and who took a program of study in High School that was considered to be rigorous. Each eligible student may receive 2 years of ACG. The award is up to \$750 the first year and up to \$1,300 the second year. To receive a second year grant, the student must have a 3.0 GPA at the end of the first year.

*\*This financial assistance program will be eliminated as of July 1, 2011.*

## **Federal Supplemental Education Opportunity Grant**

Each year the College makes a limited number of awards to students through the Federal Supplemental Education Opportunity (FSEOG) program. These funds are targeted for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum.

## **Federal Direct Loan Program**

These loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. The borrower can allow the interest to accumulate, that is, the interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact their lenders or the College Student Financial Services Office.

## **Federal PLUS Loan Program**

Federal PLUS loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by a lender such as a bank, credit union, or savings and loan association. For additional information, students should contact the College Student Financial Services Office.

## **Federal Perkins Loan Program**

A student who demonstrates financial need may borrow through the Federal Perkins Loan Program to help meet his/her educational expenses. Recipients of Federal Perkins Loan funds are selected by the Student Financial Services Office on the basis of financial need and the availability of funds. These funds are extremely limited.

## **Federal Work-Study Program**

The Federal Work-Study Program (FWSP) provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit agencies off College premises, and the work performed must be in the public interest. FWSP employment may also be arranged at the College under certain conditions. Eligibility for participation in the Federal Work-Study Program is determined by the Student Financial Services Office, based on the student's financial need and academic progress. Questions regarding the Federal Work-Study Program should be directed to the College Student Financial Services Office.

## **Vocational Rehabilitation**

A student who has a physical or mental disability that is a handicap to employment may be eligible for training services through the state government Agency for Vocational Rehabilitation. For further information, students should contact the Business Office.

## **Veterans' Benefits (*Kansas City and Salina locations only*)**

The Veterans Administration (VA) administers two basic programs for veterans and servicepersons seeking assistance for education or training. Veterans and servicepersons who entered the military on or after January 1, 1977, and before June 30, 1985, may receive educational assistance under the contributory plan or Veterans Educational Assistance Program (VEAP). For eligible persons who entered service after July 1, 1985, such assistance is available under the Montgomery GI Bill. More information is available at [www.gibill.va.gov](http://www.gibill.va.gov).

Generally, survivors of deceased veterans, spouses of living veterans, and sons/daughters of veterans who died while on active duty or who are permanently and totally disabled due to their military service may be eligible for educational assistance. Prospective students who may qualify for educational assistance under these provisions should contact the veterans' coordinator at the College for further information regarding available programs and eligibility requirements.

## **Institutional Scholarships**

Scholarship applications are reviewed by the campus president who is solely responsible for award decisions. All Scholarship Awards are disbursed to recipients in quarterly increments over the academic year for which the scholarship has been awarded. All scholarship recipients must maintain full-time status and a minimum cumulative grade point average or will forfeit their awards. The total value of all college scholarships awarded to any one student shall not exceed the cost of one academic year (36 credit hours) of tuition.

## **President's Scholarship**

Each year, the College makes available scholarships of \$1,000 each to qualifying seniors from area high schools. Up to three (3) scholarships may be awarded per high school. In order to qualify, a senior must be graduating from a participating high school, must be maintaining a cumulative grade point average of at least 2.0, and must submit a brief essay. The student's extracurricular activities and community service are also considered. The President's Scholarship is available only to students enrolling in one of the College's degree programs. Students awarded the scholarship must enroll at the College between June and September immediately following their high school graduation. Applications for these scholarships can be obtained from the guidance departments of participating high schools. These applications must be completed and returned to the College by March 31. Those awarded scholarships will be notified by April 30. A list of participating high schools may be obtained from the campus Admissions Office.

## **Merit Scholarship**

This College-sponsored scholarship may be awarded to first year students who demonstrate exceptional academic ability. To qualify for a Merit Scholarship, an applicant or student must have scored 21 or higher on the ACT, or 900 or higher on the SAT. The maximum amount awarded by this scholarship to any student is \$500.

## **Athletic Scholarship (*Salina location only*)**

Athletic scholarships may be awarded to students who participate in athletic programs sponsored by the College. Current sports are men's baseball, men's and women's basketball, and women's fast-pitch softball. Maximum award(s) for any applicant or student are determined by the campus president. Further information is available from the Athletic Office. Recipients of athletic scholarships must achieve a cumulative grade point average of at least 2.00 by their graduation. Recipients who fail to maintain full-time status or the required grade point average will forfeit their awards.

### **Education Foundation Scholarships**

The Education Foundation was established in 2000 to offer scholarship support to students interested in continuing their education in one of the postsecondary, career-focused schools in the EDMC system. The number and amount of the awards can vary depending on the funds available. Scholarship applications are considered annually. In Brown Mackie College schools, applicants must be currently enrolled in an associate's or bachelor's degree program and in their fourth quarter or higher (but no further than their second-to-last quarter) at the time of application. Awards are made based on academic performance and potential, as well as financial need.