



BROWN MACKIE COLLEGE NORTHERN KENTUCKYSM

309 Buttermilk Pike
Ft. Mitchell, Kentucky 41017

Bulletin to the 2010-2011 Academic Catalog

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

ADMINISTRATION

President.....	Christine Knouff
Dean of Academic Affairs	Marcia Neudigate
Sr.Director of Admissions.....	Amy Wolf
Director of Career Services.....	Michele Drennen
Director of Student Services	Jean Schultz
Director of Financial Aid.....	Angie Lewis
Registrar	Robbie Walsh
Librarian	Kara Allison
Senior Academic Advisor.....	Jon Soellner

ACADEMIC DEPARTMENT CHAIRS

Angele Blackshear-Brown, Allied Technology Programs
BS, Computer Information Systems, DeVRY Institute of Technology
MISM, Information Systems Mangement, Keller Graduate School of Management

Karen Noble, CST, Surgical Technology
National Board of Surgical Technology and Surgical Assistants

Carl Lingen, General Studies
BS, Mathematics, Carnegie Mellon University
MS, Mathematics, University of Cincinnati

Victorya Reynolds, Legal Studies
BS, Sociology, Northern Kentucky University
MS, Criminal Justice, University of Cincinnati

Vicki Stephens, MSN, Allied Health and Nursing
BSN, Nursing, West Virginia University
MSN, Primary Care Nurse Clinician, West Virginia University

Jean Virnig, Occupational Therapy Assistant
MS, Medical Science, Nova Southeastern University
BS, Occupational Therapy, University of Puget Sound

Thom Vollmar, Business
BBA, Management, University of Cincinnati
MBA, Xavier University

Devin Watkins, RN, BSN, Practical Nursing
BSN, Thomas Moore College

FULL TIME FACULTY

Alfred Ebert, General Education
BA, Philosophy, Haverford College
MA, Philosophy, University of North Carolina
MA, Psychology, West Georgia College
Ed.S, Guidance and Counseling, West Georgia College

Michael Hendrix, CST, Surgical Technology
National Board of Surgical Technology and Surgical Assistants
Diploma, Surgical Technology, Kentucky Community and Technical College System
BUS, University Studies, Morehead State University
MA, Adult and Higher Education, Morehead State University

Sandra Hitzler, RN, Practical Nursing
AAS, Nursing, Northern Kentucky University
BSN, Northern Kentucky University

Christina Menninger, R.N., Practical Nursing
BSN, St. Louis University

Kevin Messer, General Education
M Div, Divinity, Asbury Theological Seminary
BA, Mathematics, University of Cincinnati
BA, Computer Science, University of Cincinnati

Laura Rider, R.N., Practical Nursing
BSN, Bellarmine University

Jaime Selvie, CPhT, Pharmacy Technology
Pharmacy Technician Certification Board
BS, Biological Science, University of Cincinnati

Tuition and Fees

The following tuition rates remain in effect for all students through September 2011.

Tuition	\$285.00 per credit hour. Applies to costs of instruction.
Practical Nursing Tuition	\$350.00 per credit hour. Applies to costs of instruction.
Surgical Technology Tuition	\$330.00 per credit hour. Applies to costs of instruction.
OTA Tuition	\$350.00 per credit hour. Applies to cost of instruction.
General Fee.....	\$15.00 per credit hour. Applies to costs of institutional activities and services.
Practical Nursing General Fee	\$25.00 per credit hour. Applies to costs of institutional activities and services.
Transcript Fee	\$5.00 per copy. Applies to costs of printing and certifying official transcripts.
Textbooks and Other Instructional Materials	Costs will vary by program and are estimated at \$525.00 per quarter.

The following new tuition rates will go into effect for all students beginning in October 2011.

Tuition	\$294.00 per credit hour. Applies to costs of instruction.
Practical Nursing Tuition	\$361.00 per credit hour. Applies to costs of instruction.
Surgical Technology Tuition	\$340.00 per credit hour. Applies to costs of instruction.
OTA Tuition (OT courses only)	\$402.00 per credit hour. Applies to costs of instruction.
OTA Tuition (Students enrolled July 2010 and beyond)	\$361.00 per credit hour. Applies to cost of instruction.
General Fee.....	\$15.00 per credit hour. Applies to costs of institutional activities and services.
Practical Nursing General Fee	\$25.00 per credit hour. Applies to costs of institutional activities and services.
Transcript Fee	\$5.00 per copy. Applies to costs of printing and certifying official transcripts.
Textbooks and Other Instructional Materials	Costs will vary by program and are estimated at \$525.00 per quarter.

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

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

OWNERSHIP

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

ADMISSION

General Admission Requirements

Residency Requirement (Page 13 of Catalog)

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

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

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

ACADEMIC CALENDAR: 2012

(Supplement to Page 16 of Catalog)

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

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 2
	Classes Begin	Tuesday	January 3
	Martin Luther King, Jr. Day Recess	Monday	January 16
	Final Examinations		Week of January 22
	Classes End	Saturday	January 28

February	New Student Orientation		Week of January 22
	Classes Begin	Monday	January 30
	President's Day Recess	Friday	February 17
	Final Examinations		Week of February 19
	Classes End	Saturday	February 25
March	New Student Orientation		Week of February 19
	Classes Begin	Monday	February 27
	Final Examinations		Week of March 19
	Classes End	Saturday	March 24

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

SPRING QUARTER

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

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

SUMMER QUARTER

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

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

FALL QUARTER

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

December	New Student Orientation		Week of November 18
	Classes Begin	Monday	November 26
	Final Examinations		Week of December 16
	Classes End	Saturday	December 22

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

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

Programs Offered

(Pages 19-41 of Catalog)

Program Descriptions *(additional language added)*

***Bachelor of Science:* CRIMINAL JUSTICE**

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

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

Graduates of the program will be able to:

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

***Bachelor of Science:* LEGAL STUDIES**

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

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

Graduates of the program will be able to:

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

***Associate of Science:* CRIMINAL JUSTICE**

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

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

Graduates of the program will be able to:

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

***Associate of Science:* PARALEGAL**

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

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

Graduates of the program will be able to:

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

COURSE DESCRIPTIONS

(Pages 42-67 of Catalog)

PN 1000 Introduction to Nursing (5 quarter credit hours)

This course is designed to introduce the skills necessary for success in the practical nursing program. The course will provide instruction in professional development, learning styles, test taking strategies, basic math skills, critical thinking and problem solving skills. The foundation for health care terminology and communication in a professional setting will be introduced. This course will provide the practical nursing student with the resources needed for ongoing development.

Prerequisites: None

ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

Credit Hour Determination and Outside Work Expectations*

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

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

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

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

(Page 75 of Catalog)

Transferability of College Credits (*additional language added to existing policy*)

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

TUITION, FEES, AND REFUND POLICY

(Page 105-107 of Catalog)

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

Tuition and Fees

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

Refund Policy

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

Return of Federal Title IV Aid

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

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

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

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

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

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

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

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

Adjustment of Charges

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

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

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

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

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

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

Examples of the calculations for this policy are available in the Student Accounting Office.

Cancellation of Enrollment

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