

BROWN MACKIE COLLEGE TULSASM

4608 South Garnett Road
Tulsa, OK 74146

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

BULLETIN TO 2011 - 2012 ACADEMIC CATALOG

This Bulletin is an integral part of the College's Academic Catalog.
The information published herein becomes or remains effective April 29, 2011

OWNERSHIP

Brown Mackie College —Tulsa 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.

ADMINISTRATION

John Pappas, Campus President

James Fountain, Dean of Academic Affairs

James Lillard, Senior Director of Admissions

Valarie Smith, Registrar

Kimberly Patterson, Book Store Manager

Denise Choquette, Director of Career Services

Mykkisu Quimby, Student Accounting Advisor

Cecily Tubbs, Librarian

Michelle Patterson, Director of Financial Aid

FULL TIME FACULTY

Batman, Bart, Department Chair – Criminal Justice/Paralegal
MS- Northeastern Oklahoma State University
BS- Northeastern Oklahoma State University

Buff, Pamela, Department Chair - Surgical Technology
AAS - Community Care College

Degiacomo, Ande, Full-time Instructor - Information Technology
BS- Oklahoma State University

Enders, Carol, Full-time Instructor – Occupational Therapy Program
BS – Eastern Kentucky University

Hunt, Brad, Full-time Instructor – General Education
MA-University of Tulsa.
BS- Oklahoma State University

Manns, Kellie L. , Full-time Instructor - Medical Assisting
BS- Southeastern Oklahoma State
Certificate-RMA/Phleb., Platt College

Passmore, Kathy, Department Chair – Medical Assisting
Certificate-RMA/Phleb., Platt College

Neely, Cindy – Department Chair – Nursing Program
MSN- University of Phoenix
RN- Rose State College

Stone, Brittany, Full-time Instructor - Surgical Technology
CST

Wheeler- Woodall, Lorie, Occupational Therapy Site Coordinator
BS - St. Gregory's University
AAS - Oklahoma City Community College

Williamson, Deborah, Full-time Instructor - General Education
Ed.D – Oral Roberts University
MA - Southern Nazarene University
BA- University of Oklahoma

Yarger, Mary – Full-time Instructor - Nursing Program
MSN – University of Oklahoma
BSN- Oklahoma City College

Tuition and Fees

Effective October 4, 2010

Non-Specialty Program Tuition_____ \$285 ** per credit hour. Applies to costs of instruction.

General Fee_____ \$15 per credit hour. Applies to costs of institutional activities and services.

Occupational Therapy Assistant Program Tuition_____ \$350 ** per credit hour. Applies to costs of instruction.

General Fee_____ \$15 per credit hour. Applies to costs of institutional activities and services

Surgical Technology Program Tuition_____ \$330 per credit hour. Applies to costs of instruction.

General Fee_____ \$15 per credit hour. Applies to costs of institutional activities and services

(Only for students who were in active student status as of June 30, 2010)

OT Prefix Course Tuition_____ \$365 ** per credit hour. Applies to costs of instruction.

General Fee_____ \$15 per credit hour. Applies to costs of institutional activities and services

Students required to enroll in transitional studies courses as outlined on page 13 of the Catalog will be charged the following in addition to the program costs listed above.

EN0955 Fundamentals of English	\$1,342.00
<i>Tuition</i> _____	\$1,140.00
<i>Fees</i> _____	\$60.00
<i>Material</i> _____	\$142.00

MT0955 Fundamentals of Math	\$1,342.00
<i>Tuition</i> _____	\$1,140.00
<i>Fees</i> _____	\$60.00
<i>Materials</i> _____	\$142.00

If requested by the student, a payment plan will be arranged at the time of enrollment. Monthly payments are due as agreed on the payment of schedule of the student's promissory note (Enrollment Agreement). 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.

Total Program Cost

Program Cost Academic Year 2010-2011 (effective October 2010)

<u>Program</u>	<u>Tuition/ Credit hr</u>	<u>Gen Fee/ Credit hr</u>	<u>Total Tuition</u>	<u>Total Gen Fee</u>	<u>Books & Supplies Fees</u>	<u>Tuition Cost of Program</u>
Accounting- Diploma	\$ 285	\$ 15	\$ 13,680	\$ 720	\$ 1,700	\$ 16,100
Business - Diploma	\$ 285	\$ 15	\$ 13,680	\$ 720	\$ 1,700	\$ 16,100
Criminal Justice - Diploma	\$ 285	\$ 15	\$ 13,680	\$ 720	\$ 1,700	\$ 16,100
Medical Assistant - Diploma	\$ 285	\$ 15	\$ 13,680	\$ 720	\$ 1,700	\$ 16,100
Paralegal Assistant - Diploma	\$ 285	\$ 15	\$ 13,680	\$ 720	\$ 1,700	\$ 16,100
Accounting Technology - Associate						
Accounting Technology - Associate	\$ 285	\$ 15	\$ 27,360	\$ 1,440	\$ 3,400	\$ 32,200
Business Management - Associate	\$ 285	\$ 15	\$ 27,360	\$ 1,440	\$ 3,400	\$ 32,200
Criminal Justice - Associate	\$ 285	\$ 15	\$ 27,360	\$ 1,440	\$ 3,400	\$ 32,200
Health Care Administration - Associate	\$ 285	\$ 15	\$ 27,360	\$ 1,440	\$ 3,400	\$ 32,200
Information Technology - Associate	\$ 285	\$ 15	\$ 27,360	\$ 1,440	\$ 3,400	\$ 32,200
Medical Assisting - Associate	\$ 285	\$ 15	\$ 27,360	\$ 1,440	\$ 3,400	\$ 32,200
Occupational Therapy Assistant - Associate	\$ 350	\$ 15	\$ 35,000	\$ 1,500	\$ 3,542	\$ 40,042
Office Management - Associate	\$ 285	\$ 15	\$ 27,360	\$ 1,440	\$ 3,400	\$ 32,200
Paralegal - Associate	\$ 285	\$ 15	\$ 27,360	\$ 1,440	\$ 3,400	\$ 32,200
Surgical Technology - Associate	\$ 330	\$ 15	\$ 31,680	\$ 1,440	\$ 3,400	\$ 36,520
Business Administration - Bachelor's						
Business Administration - Bachelor's	\$ 285	\$ 15	\$ 51,300	\$ 2,700	\$ 6,375	\$ 60,375
Criminal Justice - Bachelor's	\$ 285	\$ 15	\$ 51,300	\$ 2,700	\$ 6,375	\$ 60,375
Healthcare Management - Bachelor's	\$ 285	\$ 15	\$ 51,300	\$ 2,700	\$ 6,375	\$ 60,375
Legal Studies - Bachelor's	\$ 285	\$ 15	\$ 51,300	\$ 2,700	\$ 6,375	\$ 60,375

* Tuition and fees (general and technical) are subject to tuition increases and the stated tuition assumes you do not transfer in any hours and pass all courses as you attempt them.

The above program costs are without transitional courses. Students required to enroll in transitional courses will be charged additional tuition and fees per credit hour at the rate listed above.

Effective October 3, 2011 (New and Re-entering Students)

Tuition and Fees

Tuition.....\$294.00 per credit hour. Applies to cost of instruction
 General Fee.....\$ 15.00 per credit hour. Applies to costs of institutional activities and services

Occupational Therapy Program

Tuition.....\$361.00 per credit hour. Applies to cost of Occupational Therapy instruction
 General Fee.....\$ 15.00 per credit hour. Applies to costs of institutional activities and services

Surgical Technology Program:

Tuition.....\$340.00 per credit hour. Applies to cost of instruction
General Fee.....\$ 15.00 per credit hour. Applies to costs of institutional activities and services

TUITION, FEES, AND REFUND POLICY *(Effective April 4, 2011)*

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

Tuition and Fees

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

Refund Policy

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

Return of Federal Title IV Aid

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

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

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

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

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

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

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

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

Adjustment of Charges

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

If the student is not accepted, all monies paid in advance shall be refunded. If the student is accepted and then

cancels before classes begin, all tuition paid in advance shall be refunded.

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

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

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

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

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

Cancellation of Enrollment

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

ACADEMIC CALENDAR: 2011

Winter Quarterly Recess – December 24, 2010 – December 31, 2010

WINTER QUARTER

January	New Student Orientation		Week of December 26
	New Year's Holiday	Monday	January 3
	Classes Begin	Tuesday	January 4
	Martin Luther King, Jr. Day Recess	Monday	January 17
	Final Examinations		Week of January 23
	Classes End	Saturday	January 29
February	New Student Orientation		Week of January 23
	Classes Begin	Monday	January 31
	President's Day Observed	Friday	February 18
	Final Examinations		Week of January 23
	Classes End	Saturday	February 26
March	New Student Orientation		Week of February 20
	Classes Begin	Monday	February 28
	Final Examinations		Week of February 20
	Classes End	Saturday	March 26

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	23

Winter Quarterly Recess – December 26, 2011 – December 30, 2011

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

CORRECTIONS, OMISSIONS, ADDITIONS

ADMISSION

General Admission Requirements (Page 11, 2nd paragraph, Replacement)

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

Residency Requirement (Page 13, Correction)

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.

COURSE DESCRIPTIONS

EN 0050 Fundamentals of English (4 quarter credit hours)

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

Prerequisites: Placement through initial academic assessment

MT 0050 Fundamentals of Math (4 quarter credit hours)

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

Prerequisites: Placement through initial academic assessment

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.

ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

Higher Education Opportunity Act (Page 66, Addition)

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

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

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

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

Definition of an Academic Year (Page 67, Addition)

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

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)**

STUDENT SERVICES AND REGULATIONS

Student Right-to-Know Statement (Page 79, Replacement)

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.

FINANCIAL ASSISTANCE PROGRAMS

President's Scholarship (Page 101, Addition)

Each year, the College makes available scholarships of \$1000 each to qualifying seniors from area high schools. Up to three (3) scholarships may be awarded per high school. In order to qualify, a senior must be graduating from a participating high school, must be maintaining a cumulative grade point average of at least 2.0, and must submit a brief essay. The student's extracurricular activities and community service are also considered. The President's Scholarship is available only to students enrolling in one of the College's degree programs. Students awarded the scholarship must enroll at The College between June and September immediately following their high school graduation. Applications for these scholarships can be obtained from the guidance departments of participating high schools. These applications must be completed and returned to the College by March 31. Those awarded scholarships will be notified by April 30. A list of participating high schools may be obtained from the campus Admissions Office.