



BROWN MACKIE COLLEGE
MICHIGAN CITYSM

2009-2010
Academic Catalog



Academic Catalog *2009 – 2010*

Brown Mackie College — Michigan City
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In order to continually provide current information, this catalog may be amended by an insert identified as *Bulletin to the 2009 – 2010 Academic Catalog*. Such a bulletin is intended as, and is to be regarded as, an integral part of this catalog.



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CONSUMER INFORMATION

This catalog is published in order to inform students and others of Brown Mackie College — Michigan City 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 — Michigan City (“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 2009 - 2010 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, genetic marker, disability, 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, genetic marker, disability 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 College president.

MESSAGE FROM THE PRESIDENT

Welcome to Brown Mackie College — Michigan City!

As President of Brown Mackie College — Michigan City, I commend you for selecting a college which will prepare you for a career. I am pleased to welcome you as a vital part of our student body.

By enrolling in Brown Mackie College — Michigan City 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 success. We believe that career training should be a pleasant and invigorating experience.

I am interested in your efforts and want to help in any way I can while you are a student here.

Again, congratulations on your educational decision and welcome to Brown Mackie College — Michigan City.

Sincerely,

President, Brown Mackie College — Michigan City

ABOUT BROWN MACKIE COLLEGE — MICHIGAN CITY

Brown Mackie College — Michigan City is very proud of its long history and its many graduates who have become successful, contributing members of our community. We look forward to the continued growth and the development of our students with a sense of confidence and pride.

- 1890:** Mr. A.N. Hirons of LaPorte, Indiana, established LaPorte Business College, later to become known as Commonwealth Business College
- 1919:** Ownership transferred to Grace and J.J. Moore, who operated the College successfully for nearly 30 years. After World War II, Harley and Stephanie Reese operated the College under the name of Reese School of Business
- 1975:** Ownership changed to Steven C. Smith, and the school's name changed to Commonwealth Business College
- 1984:** The College opened a second location in Merrillville, Indiana
- 1985:** The College opened a third location in Davenport, Iowa
- 1987:** The Davenport location was relocated to its present site in Moline, Illinois
- 1995:** The College's ownership changed and the College begins operation under Commonwealth Business College Education Corporation
- 1997:** The LaPorte site was relocated to its present site in Michigan City, Indiana
- 1998:** The Merrillville site was relocated to its present site in the Twin Towers
- 2002:** The Michigan City site completes a building addition and major renovations
- 2003:** The College's ownership changed, and the College began operation as Brown Mackie College under Education Management Corporation

Brown Mackie College — Michigan City is located in northwest Indiana, just over one mile north of Interstate 94, near the intersection of routes 20 and 421. In 2002, the College underwent a major renovation and the addition of 3,360 square feet for a total of 10,338 square feet of occupancy. An additional medical laboratory, a larger library, new classrooms, and a college store were added. All classrooms and the library are equipped with industry-relevant technology including multi-media projectors, surround sound audio systems, VCRs, and DVD players. Five of the ten new classrooms are equipped with networked computer systems. The two medical laboratories contain newly acquired medical equipment and instructional tools and supplies. Administrative offices are easily accessible to students. Additional parking spaces were added in 2002, providing students and employees with ample parking at no additional charge. The College is a smoke-free environment.

COLLEGE MISSION AND PURPOSES

Mission Statement

Brown Mackie College — Michigan City provides broad-based education that combines general education courses with technical and business training. The College is committed to meeting the needs of the community and employers while empowering students to achieve personal and professional goals.

The following objectives are integral to the mission of Brown Mackie College — Michigan City:

- Create a positive, friendly learning environment where each student’s personal and practical skill development is encouraged.
- Maintain qualified, experienced and dedicated staff and faculty members who are committed to the College’s philosophy of promoting student development.
- Provide a modern, pleasant, physical environment that is conducive to learning.
- Minimize the barrier to post-secondary career training for the socially or economically disadvantaged by accepting students without regard to age, sex, national origin, religion, or race and provide financial aid services to those who qualify.
- Provide professional development and employment assistance which will enable students to confidently pursue employment in their chosen fields.
- Respond to the constantly changing needs of the business community through revision of training methods and materials, and attention to the evaluations and recommendations of employers.
- Provide student support services, including tutoring, advising, advisory boards and employment assistance, which complement the educational programs.
- Empower our students to achieve success in their educational and career goals.

General Education Philosophy

The general education component of the College’s degree programs is designed to assist in the development of the knowledge and skills necessary for graduates to function more effectively in contemporary society. In developing this component of its educational programs, the College has established as its objectives that students will:

- Improve their skills in written and oral communication.
- Enhance their appreciation of the cultural diversity of contemporary American society.
- Increase their understanding of themselves and others.
- Develop their skills in reasoning and analysis.
- Improve their ability to “learn how to learn.”

The general education courses provide students opportunities to improve their communication skills, and to develop an enlightened and respectful accommodation of the diversity of behavior, knowledge, opinion, and culture that they will encounter both within and beyond their formal education.

ABOUT THE BROWN MACKIE COLLEGE SYSTEM OF SCHOOLS

The Brown Mackie College system of schools is dedicated to providing educational programs that prepare students for entry-level positions in a competitive, rapidly changing workplace. With 24 locations nationwide, the Brown Mackie College system of schools provides bachelor's degree, associate's degree, diploma, and certificate programs in business, health sciences, legal, information technology, and electronic fields to approximately 19,000 students in thirteen states (as of fall 2009).

The Brown Mackie College system of schools includes the following locations:

- Brown Mackie College — Akron, OH
- Brown Mackie College — Albuquerque, NM
- Brown Mackie College — Atlanta, GA
- Brown Mackie College — Boise, ID
- Brown Mackie College — Cincinnati, OH
- Brown Mackie College — Findlay, OH
- Brown Mackie College — Fort Wayne, IN
- Brown Mackie College — Greenville, SC
- Brown Mackie College — Hopkinsville, KY
- Brown Mackie College — Indianapolis, IN
- Brown Mackie College — Kansas City (Lenexa, KS)
- Brown Mackie College — Louisville, KY
- Brown Mackie College — Merrillville, IN
- Brown Mackie College — Miami, FL
- Brown Mackie College — Michigan City, IN
- Brown Mackie College — Quad Cities (Moline, IL)
- Brown Mackie College — North Canton, OH
- Brown Mackie College — Northern Kentucky (Fort Mitchell, KY)
- Brown Mackie College — Phoenix, AZ
- Brown Mackie College — Salina, KS
- Brown Mackie College — South Bend, IN
- Brown Mackie College — St. Louis, MO
- Brown Mackie College — Tucson, AZ
- Brown Mackie College — Tulsa, OK

OWNERSHIP

Brown Mackie College — Michigan City is a part of Commonwealth Business College Education Corporation which, through three intermediary companies, is a subsidiary of Education Management Corporation. Education Management Corporation is located at 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222.

Brown Mackie College — Michigan City campus is located at 325 East US Hwy 20, Michigan City, IN 46360.

Brown Mackie College — Michigan City is a branch campus of Brown Mackie College — Cincinnati, located in Cincinnati, Ohio.

Board of Directors of Education Management Corporation

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Executive Chairman, Education Management Corporation

Todd S. Nelson

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Adrian M. Jones

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President, Leeds Equity Partners, LLC

Leo F. Mullin

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

Michael K. Powell

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Paul J. Salem

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Peter O. Wilde

Managing Director, Providence Equity Partners

Principal Officers of Education Management Corporation

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Chairman, Education Management Corporation

Todd S. Nelson

Chief Executive Officer, Education Management Corporation

Edward West

President and Chief Financial Officer, Education Management Corporation

ADMINISTRATION

A current listing of the College's administration is provided in the *Bulletin to the 2009 - 2010 Academic Catalog*.

ACCREDITATION AND AFFILIATIONS

Institutional Accreditation

Brown Mackie College — Michigan City is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor's degrees, associate's degrees, and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C., 20002, 202-336-6780

Programmatic Accreditation

The College's associate degree program in Medical Assisting is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043. Telephone: 703-917-9503.

The Brown Mackie College — Michigan City Associate Degree in Surgical Technology is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

The Brown Mackie College — Michigan City Associate Degree in Veterinary Technology is accredited by the American Veterinary Medical Association (AVMA).

Committee on Veterinary Technician Education and Activities (CVTEA)
1931 N. Meacham Rd., Suite 100
Schaumburg, IL 60173
800-248-2862
www.avma.org

State Licensure

The College is regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Room E201, Indianapolis, IN 46204. toll-free 800-227-5695 or 317-232-1320.

U.S. Department of Education

Brown Mackie College — Michigan City is eligible for, and participates in, certain Title IV financial aid programs, state grant 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.

Veterans Administration

The degree programs described in this catalog are approved for veterans' training by the Indiana State Approving Agency for Veterans Training.

ADMISSION

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. or State of Indiana Department of Education or any of its approved agents or provide official documentation of high school 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. Verification 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 a recognized evaluating agency. 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

Brown Mackie College — Michigan City 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 Brown Mackie College — Michigan City.
- 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 Brown Mackie College — Michigan City.
- 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 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.

Block Transfer Policy

A feature of Brown Mackie College schools' bachelor's degree programs is the availability of block transfer for the program's lower level degree requirements. Block transfer is where an associate's degree which was earned at an institution accredited by an agency recognized by the U.S. Secretary of Education may be accepted to meet the lower-level requirements of the bachelor's degree programs offered at the institution. This block transfer option allows the college to accept the student's associate's degree as a complete and certified knowledge base from which to build upon as the student pursues the upper-level (years 3 & 4) degree program requirements. Since general education competencies are built within the upper-level course work, students are prepared within a coherent source of study that combines general education and the program major.

Any earned associate's degree (as described above) in the business field may qualify for block transfer into the Bachelor of Science in Business Administration degree program.

Any earned associate's degree (as described above) in the legal field may qualify for block transfer into the Bachelor of Science in Criminal Justice or Legal Studies program.

Any earned associate's degree (as described above) in the allied health field may qualify for block transfer into the Bachelor of Science in Healthcare Management program.

General education courses will be evaluated on a course-by-course basis to determine course equivalencies. Deficiencies in general education requirements may require that additional credits be taken before graduation.

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, with the grade earned, to the student's current program, and are subject to application of the College's standards of satisfactory progress.

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 program through transfer from other institutions and through other means, the total number of these credits cannot exceed 50 percent of the credits in the student's program. In addition, the student must complete the final 50 percent of program credits in-residence.

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. 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.

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.

ACADEMIC CALENDAR: 2010

Winter Quarterly Recess - December 23, 2009 – January 1, 2010

WINTER QUARTER

January	New Student Orientation		Week of December 27
	Classes Begin	Monday	January 4
	Martin Luther King, Jr. Day Recess	Monday	January 18
	Final Examinations	Thursday or Friday	January 28, 29
	Classes End	Friday	January 29
February	New Student Orientation		Week of January 24
	Classes Begin	Monday	February 1
	President's Day Observed	Friday	February 12
	Final Examinations	Thursday or Friday	February 25, 26
	Classes End	Friday	February 26
March	New Student Orientation		Week of February 21
	Classes Begin	Monday	March 1
	Final Examinations	Thursday or Friday	March 25, 26
		Classes End	Friday

Spring Quarterly Recess - March 29, 2010 – April 2, 2010

SPRING QUARTER

April	New Student Orientation		Week of March 28
	Classes Begin	Monday	April 5
	Final Examinations	Thursday or Friday	April 29, 30
		Classes End	Friday
May	New Student Orientation		Week of April 25
	Classes Begin	Monday	May 3
	Final Examinations	Thursday or Friday	May 27, 28
		Classes End	Friday
June	New Student Orientation		Week of May 23
	Memorial Day Recess	Monday	May 31
	Classes Begin	Tuesday	June 1
	Final Examinations	Thursday or Friday	June 24, 25
	Classes End	Friday	June 25

Summer Quarterly Recess – June 28, 2010– July 2, 2010

SUMMER QUARTER

July	New Student Orientation		Week of June 27
	Fourth of July Recess	Monday	July 5
	Classes Begin	Tuesday	July 6
	Final Examinations	Thursday or Friday	July 29, 30
	Classes End	Friday	July 30
August	New Student Orientation		Week of July 25
	Classes Begin	Monday	August 2
	Final Examinations	Thursday or Friday	August 26, 27
	Classes End	Friday	August 27
September	New Student Orientation		Week of August 22
	Classes Begin	Monday	August 30
	Labor Day Recess	Monday	September 6
	Final Examinations	Thursday or Friday	September 23, 24
	Classes End	Friday	September 24

Fall Quarterly Recess – September 27, 2010 – October 1, 2010

FALL QUARTER

October	New Student Orientation		Week of September 26
	Classes Begin	Monday	October 4
	Final Examinations	Thursday or Friday	October 28, 29
	Classes End	Friday	October 29
November	New Student Orientation		Week of October 24
	Classes Begin	Monday	November 1
	Final Examinations	Wednesday	November 24
	Classes End	Wednesday	November 24
December	New Student Orientation		Week of November 21
	Classes Begin	Monday	November 29
	Final Examinations	Wednesday	December 23
	Classes End	Wednesday	December 23

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

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

Certification and Licensure

Criminal Background

Individuals who have been found guilty of a crime or pleaded guilty to a crime 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.

Medical Assisting Degree Program (Optional Certification)

As graduates of an ABHES accredited program, graduates of this program are eligible at their option to sit for the AAMA Certification/Recertification Examination of Medical Assistants. Graduates who pass this examination are awarded the Certified Medical Assistant (CMA) credential. A CMA must be recertified every 5 years through continuing education or reexamination. Examinations are generally administered in June and January. Further information can be obtained by contacting the Medical Assisting Program Director or by contacting:

AAMA Certification Department
20 N. Wacker Drive, Suite 1575
Chicago, IL 60606-2903
Telephone: 312-899-1500 or 800-228-2262
Email: certification@aama-ntl.org

Veterinary Technology

The Indiana Board of Veterinary Examiners requires all veterinary technicians to be registered. An applicant for registration as a veterinary technician must be a graduate of an accredited program of Veterinary Technology approved by the board and have met all the requirements of the board. An applicant for registration as a veterinary technician shall possess an associate's degree related to veterinary sciences or its equivalent approved by the board and has met all the requirements of the board. An applicant for registration must also pass the Veterinary Technician National Examination (VTNE). For more information on this see <http://www.in.gov/pla/2655.htm>.

The Indiana Board of Veterinary Medical Examiners is responsible for administering the Veterinary Technician National Examination. This examination is given twice each year (January and June). It is the responsibility of each candidate to obtain, complete and submit the necessary application materials from the Indiana Board of Veterinary Medical Examiners. For more information on the application process, please see <http://www.in.gov/pla/2655.htm>. For information on the VTNE, please visit the website for the American Association of Veterinary State Boards. www.aavsb.org.

Surgical Technology

The National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the Liaison Council on Certification for the Surgical Technologist (LCC-ST) is responsible for administering the Certified Surgical Technologists (CST) examination. In order to sit for the CST examination a student must have graduated from a surgical technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Brown Mackie College –Michigan City students are eligible for the examination at this time because the Surgical Technology program has received programmatic accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). For information on the NBSTSA and the CST examination please visit their website at www.lcc-st.org.

Programs Offered

The Bachelor of Science Degree is awarded in:

- Business Administration**
- Criminal Justice**
- Healthcare Management**
- Legal Studies**

The Associate of Science Degree is awarded in:

- Accounting Technology**
- Business Management**
- Computer Software Technology**
- Criminal Justice**
- Early Childhood Education**
- Health Care Administration**
- Health & Therapeutic Massage**
- Medical Assisting**
- Medical Office Management**
- Paralegal**
- Surgical Technology**
- Veterinary Technology**

The College also offers certificate programs in:

- Accounting**
- Business**
- Computer Software Applications**
- Criminal Justice**
- Medical Assistant**
- Medical Coding and Billing**
- Paralegal Assistant**

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.

Bachelor of Science: BUSINESS ADMINISTRATION

The Bachelor of Science in Business Administration program is built on a foundation of general studies in mathematics, social sciences, humanities, science, language arts and key business competencies. The program prepares graduates to enter a variety of fields within the business arena or add to an existing set of skills.

Graduates of the program will be able to:

- Apply principles and theories to workplace applications, employing the vocabulary, generally accepted business principles, current technology, and procedures associated with the profession.
- Evaluate business systems and practices to address the needs of an ever-changing business environment.
- Analyze businesses and business models in a multivariate economy.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	92 Quarter Credit Hours
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II.....	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 2000 Business Law II.....	4
BA 2220 Marketing and Advertising.....	4
BA 2600 Principles of Finance.....	4
BA 3000 Organizational Behavior.....	4
BA 4000 Business Administration Externship.....	4
EC 2050 Principles of Macroeconomics.....	4
EC 2150 Principles of Microeconomics.....	4
EC 3000 Money and Banking.....	4
EN 1200 Business Communications.....	4
FN 3000 Corporate Finance.....	4
MG 2000 Principles of Management.....	4
MG 4000 Global Business Management.....	4
MG 4100 Operations Management.....	4
MK 4000 Retail Marketing.....	4
MK 4100 Consumer Behavior & Marketing Research.....	4
MK 4200 Marketing, Sales and Channel Management.....	4

Bachelor of Science: BUSINESS ADMINISTRATION (Continued)

Core Curriculum		92 Quarter Credit Hours
BI 1361	Anatomy and Physiology*	4
BI 2100	Elements of Microbiology*	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
EN 3000	World Literature*	4
GV 1150	American Constitutional Law	4
HM 3000	History of Art Through the Middle Ages*	4
HM 3100	History of Art Through the Modern Times*	4
MC 1150	Introduction to Microcomputer Applications	4
MC 1211	Spreadsheets I	4
MC 1311	Word Processing I	4
MC 1700	Professional Presentation Techniques	4
MC 3000	Application of Management Information Systems	4
MT 1770	College Mathematics	4
MT 1800	College Algebra*	4
MT 3000	Statistics*	4
PH 2000	Introduction to Philosophy*	4
PS 1200	Principles of Psychology*	4
SO 1200	Principles of Sociology*	4
Total quarter credit hours required		184

* Indicates a general education course

Bachelor of Science: CRIMINAL JUSTICE

The Bachelor of Science in Criminal Justice program prepares 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 career in criminal justice.

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, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	96 Quarter Credit Hours
CJ 1002 Introduction to Law Enforcement	4
CJ 1004 Introduction to Corrections	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 3003 Juvenile Delinquency	4
CJ 3006 Law Enforcement Operations.....	4
CJ 3008 Criminalistics I	4
CJ 3020 Civil Liability	4
CJ 3021 Probation and Parole	4
CJ 3022 Juvenile Procedures.....	4
CJ 4003 Critical Issues in Criminal Justice	4
CJ 4004 Family Violence	4
CJ 4005 Community Corrections	4
CJ 4010 Law Enforcement Supervision and Management	4
CJ 4012 Criminal Investigation.....	4
CJ 4020 Criminalistics II.....	4
CJ 4900 Advanced Criminal Justice Externship	4
PL 1122 Legal Research	4
PL 1123 Legal Writing	4
PL 1230 Family Law	4
PL 1830 Criminal Law.....	4

Bachelor of Science: CRIMINAL JUSTICE (Continued)

Core Curriculum	88 Quarter Credit Hours
BA 1140 Business Law	4
BI 1361 Anatomy and Physiology*	4
BI 2100 Elements of Microbiology*	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
EN 3000 World Literature*	4
GV 1150 American Constitutional Law	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1311 Word Processing I.....	4
HM 3000 History of Art Through the Middle Ages*	4
HM 3100 History of Art Through the Modern Times*	4
MT 1770 College Mathematics.....	4
MT 1800 College Algebra*	4
MT 3000 Statistics*	4
PH 2000 Introduction to Philosophy*	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	184

* Indicates a general education course

Bachelor of Science: HEALTHCARE MANAGEMENT

The Bachelor of Science in Healthcare Management degree program is designed to accommodate the needs and interests of students from a variety of backgrounds. Courses provide a solid foundation for varied healthcare careers. The program also incorporates an externship that offers students real-world experience within healthcare facilities that may include hospitals, nursing homes, ambulatory care facilities, physician practices, and pharmaceutical and medical equipment companies.

Graduates of the program will be able to:

- Apply learning to the functional role of the manager in a healthcare setting
- Analyze trends in healthcare and internal systems to assure they are adequately matched and working together
- Evaluate the effectiveness of healthcare administrative systems and procedures for strategic revision and modification
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	92 Quarter Credit Hours
CM 2500 Medical Ethics.....	4
HC 1000 Introduction to Healthcare Services	4
HC 1361 Human Diseases	4
HC 1400 Managing Healthcare Information	4
HCA 2800 Issues in Public Health	4
HCA 2180 Healthcare Delivery Systems	4
HCA 3180 Health Services Organization and Delivery	4
HCA 3250 Ethics and Law for Administrators	4
HCA 3300 Economics of Healthcare	4
HCA 3500 Healthcare Marketing and Strategy	4
HCA 3600 Healthcare Finance.....	4
HCA 3700 Health Information Management Systems.....	4
HCA 4100 Leadership in Healthcare Organizations	4
HCA 4150 Strategic Management in Healthcare Organizations.....	4
HCA 4450 Risk Management in Healthcare Settings	4
HCA 4850 Case Studies in Health Administration	4
HCA 4900 Healthcare Management Externship	4
ME 1110 Medical Terminology.....	4
ME 1215 Professionalism & Communication in a Healthcare Setting.....	4
ME 1500 Medical Administrative Practices	4
ME 1560 Computerized Diagnostic Coding	4
MT 1650 Medical Math and Calculations.....	4
PH 1301 Pharmacy I.....	4

Bachelor of Science: HEALTHCARE MANAGEMENT (Continued)

Core Curriculum	88 Quarter Credit Hours
BI 1361 Anatomy and Physiology*	4
BI 2100 Elements of Microbiology*	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
EN 3000 World Literature*	4
GV 1150 American Constitutional Law	4
HM 3000 History of Art Through the Middles Ages*	4
HM 3100 History of Art Through the Modern Times*	4
MC 1150 Introduction to Microcomputer Applications	4
MC 1211 Spreadsheets I	4
MC 1311 Word Processing I	4
MC 1400 Database Applications	4
MC 1700 Professional Presentation Techniques	4
MT 1800 College Algebra*	4
MT 3000 Statistics and Research*	4
PH 2000 Introduction to Philosophy*	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	180

* Indicates a general education course

Bachelor of Science: LEGAL STUDIES

The Bachelor of Science in Legal Studies program prepares graduates to enter 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 enhances the core set of legal skills.

Graduates of the program will be able to:

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

Concentration	92 Quarter Credit Hours
BA 1140 Business Law	4
BA 2000 Business Law II.....	4
CM 1800 Ethics.....	4
CJ 2150 Criminal Procedure	4
LG 1000 Torts and Remedies.....	4
LG 2000 Estate Planning and Probate.....	4
LG 3000 Bankruptcy Law	4
LG 3003 Administrative Law.....	4
LG 3005 Insurance Law	4
LG 3006 Immigration Law.....	4
LG 3010 Real Estate Law.....	4
LG 4000 Advanced Legal Research.....	4
LG 4010 Evidence	4
LG 4030 Employment Law	4
LG 4050 Environmental 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 4100 Legal Studies Externship.....	4

Bachelor of Science: LEGAL STUDIES (Continued)

Core Curriculum	92 Quarter Credit Hours
AC 1011 Principles of Accounting I.....	4
BA 1250 Human Resources.....	4
BI 1361 Anatomy and Physiology*	4
BI 2100 Elements of Microbiology*	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
EN 3000 World Literature*	4
GV 1150 American Constitutional Law	4
HM 3000 History of Art Through the Middle Ages*.....	4
HM 3100 History of Art Through the Modern Times*.....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1211 Spreadsheets I.....	4
MC 1311 Word Processing I	4
MT 1770 College Mathematics.....	4
MT 1800 College Algebra*.....	4
MT 3000 Statistics*	4
PH 3000 Introduction to Philosophy*	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	184

* Indicates a general education course

Associate of Science: ACCOUNTING TECHNOLOGY

The associate's degree program in Accounting Technology is offered for those persons who desire a program that prepares 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.

Concentration	48 Quarter Credit Hours
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
Core Curriculum	48 Quarter Credit Hours
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking*	4
CM 1800 Ethics.....	4
EN 1101 Composition I*	4
EN 1102 Composition II*	4
EN 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 1770 College Mathematics.....	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credits required	96

* Indicates a general education course

Associate of Science: BUSINESS MANAGEMENT

The associate's degree program in Business Management equips 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 prepares 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.

Concentration	48 Quarter Credit Hours
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
Core Curriculum	48 Quarter Credit Hours
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking*	4
CM 1800 Ethics.....	4
EN 1101 Composition I*	4
EN 1102 Composition II*	4
EN 2000 Introduction to Literature*	4
GV 1150 American Constitutional Law	4
MC 1150 Introduction to Microcomputer Application	4
MC 1311 Word Processing I.....	4
MT 1770 College Mathematics.....	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	96

* Indicates a general education course

Associate of Science: COMPUTER SOFTWARE TECHNOLOGY

The associate's degree program in Computer Software Technology offers a software applications specialist curriculum emphasizing operation in the business environment, with current software programs providing the focus of the curriculum. Typical entry-level positions in this area include computer operator, data entry specialist, administrative assistant, computer support service specialist, computerized applications specialist, and computerized clerical support. These positions demand technical, problem-solving, and communication skills which the curriculum addresses in its technical and general education requirements, all of which work together to prepare a work-ready graduate.

Graduates of the program will be able to:

- Demonstrate basic computer operations knowledge.
- Utilize current and emerging applications efficiently in a business environment.
- Demonstrate an understanding of basic administrative principles within an office environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	48 Quarter Credit Hours
BA 1000 Introduction to Business.....	4
EN 1200 Business Communication.....	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
MC 1401 Advanced Database Applications.....	4
MC 1700 Professional Presentation Techniques.....	4
MC 1800 Internet Research.....	4
MC 2990 Computer Software Externship.....	4
Core Curriculum	48 Quarter Credit Hours
BA 1140 Business Law.....	4
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
GV 1150 American Constitutional Law.....	4
MT 1770 College Mathematics.....	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*.....	4
Total quarter credit hours required	96

* Indicates a general education course

Associate of Science: CRIMINAL JUSTICE

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.

Concentration	48 Quarter Credit Hours
BA 1140 Business Law	4
CJ 1150 Introduction to Criminal Justice	4
CJ 1550 Criminal Investigation & Police Procedure	4
CJ 1650 Correctional Systems & 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
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Core Curriculum	48 Quarter Credit Hours
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking*	4
CM 1800 Ethics	4
EN 1101 Composition I*	4
EN 1102 Composition II*	4
EN 1200 Business Communications	4
EN 2000 Introduction to Literature*	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1311 Word Processing I	4
MT 1770 College Mathematics.....	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 Science: EARLY CHILDHOOD EDUCATION

The associate's degree of Early Childhood Education will provide students with the general and cultural knowledge of the physical, social, emotional and intellectual needs of young children. Students will develop an understanding of the social and psychological factors that influence a child and will acquire the essential knowledge, skills, ethics, and dispositions required in a well-prepared early childhood education professional.

Graduates of the program will be able to:

- Explain the theoretical basis for human growth and development and how this applies to constructing and delivering educational experience in an age-appropriate context.
- Appreciate and build mutual relationships among family, school and the community to maximize learning opportunities toward utilizing the full range of support services.
- Apply principles and practices of early childhood education to create appropriate learning environments for young children.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration		56 Quarter Credit Hours
EC 1000	Introduction to Early Childhood Education	4
EC 1100	Child Growth and Development	4
EC 1200	Developmentally-Appropriate Practices in Early Childhood Education	4
EC 1300	Health, Safety and Nutrition in Early Childhood.....	4
EC 1400	Early Childhood Language Arts and Methods	4
EC 1500	Principles of Guidance for the Young Child	4
EC 1600	Infant and Toddler Development	4
EC 2000	Creative Activities for Early Childhood.....	4
EC 2100	Assessment in Early Childhood Education	4
EC 2200	Early Childhood Math and Science Method	4
EC 2300	Home, School and Community Partnerships	4
EC 2400	Understanding Special Needs Children.....	4
EC 2500	Organization and Administration of Early Childhood Settings	4
EC 2900	Early Childhood Practicum	4
Core Curriculum		40 Quarter Credit Hours
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 1311	Word Processing I	4
MT 1770	College Mathematics.....	4
PS 1200	Principles of Psychology*	4
SO 1200	Principles of Sociology*	4
Total quarter credit hours required		96

* Indicates a general education course

Associate of Science: HEALTH CARE ADMINISTRATION

The associate's degree program in Health Care Administration prepares 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 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.

Concentration	48 Quarter Credit Hours
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 1400 Database Applications.....	4
MC 1700 Professional Presentation Techniques.....	4
ME 1110 Medical Terminology.....	4
ME 1215 Professionalism & Communications in a Health Care Setting	4
ME 1500 Medical Administrative Practices	4
ME 1560 Computerized Diagnostic Coding	4
PH 1301 Pharmacy I.....	4
Core Curriculum	48 Quarter Credit Hours
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 1211 Spreadsheets I.....	4
MC 1311 Word Processing I	4
MT 1650 Medical Math & Calculations	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	96

* Indicates a general education course

Associate of Science: HEALTH AND THERAPEUTIC MASSAGE

The associate degree program in Health and Therapeutic Massage will prepare the graduate for a career as a massage therapist in a number of allied massage settings. These include rehabilitation clinics, fitness centers, medical offices, hospital departments, salons, and integrative medical centers like chiropractic offices and sports fitness establishments. Students are instructed in and expected to perform a wide range of massage techniques ranging from relaxation skills and stress management to Swedish massage and hydrotherapy.

Concentration			48 Quarter Credit Hours
BA	1300	Small Business Management.....	4
CM	2500	Medical Ethics.....	4
HC	1361	Human Diseases.....	4
HSC	2300	Kinesiology for Massage.....	4
MSS	1000	Health, Hygiene & Modalities.....	4
MSS	1401	Basic Therapeutic Massage I.....	4
MSS	1402	Basic Therapeutic Massage II.....	4
MSS	2450	Trigger Point Therapy.....	4
MSS	2460	Massage for Special Populations.....	4
MSS	2470	Sports Massage & Holistic Health.....	4
MSS	2900	Health & Therapeutic Massage Externship.....	4
NUT	1600	Nutrition Science.....	4
Core Curriculum			48 Quarter Credit Hours
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
ME	1110	Medical Terminology.....	4
ME	1351	Anatomy & Physiology I.....	4
ME	1352	Anatomy & Physiology II.....	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
Total quarter credit hours required			96

* Indicates a general education course

Associate of Science: MEDICAL ASSISTING

The associate’s degree program in Medical Assisting prepares 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.

Concentration	48 Quarter Credit Hours
EN 1200 Business Communications	4
MC 1311 Word Processing I	4
ME 1110 Medical Terminology	4
ME 1351 Anatomy and Physiology I	4
ME 1352 Anatomy and Physiology II	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 2990 Medical Externship	4
PH 1301 Pharmacy I	4
Core Curriculum	48 Quarter Credit Hours
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
MT 1650 Medical Math and Calculations	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	96

* Indicates a general education course

Associate of Science: MEDICAL OFFICE MANAGEMENT

The associate’s degree program in Medical Office Management provides graduates with the skills necessary to obtain entry-level employment in the medical or health care related business office settings. The program prepares graduates to perform clerical and administrative tasks, and to analyze information from patient records and combine it with knowledge of insurance reimbursement and coding guidelines to optimize physician payments.

Graduates of the program will be able to:

- Demonstrate an understanding of medical insurance coding and billing, and office administration.
- Use the tools and systems commonly encountered in a medical billing office.
- Apply the skills learned in assuring revenue flow to a healthcare facility.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration		48 Quarter Credit Hours
AC 1011	Principles of Accounting I.....	4
AC 1710	Payroll Management	4
CM 2500	Medical Ethics.....	4
ME 1110	Medical Terminology.....	4
ME 1351	Anatomy and Physiology I.....	4
ME 1500	Medical Administrative Practices	4
ME 1560	Computerized Diagnostic Coding	4
ME 1570	Computerized Procedural Coding	4
ME 1850	Clinical Procedures I.....	4
MM 2990	Medical Office Management Externship	4
MT 1650	Medical Math and Calculations.....	4
PH 1301	Pharmacy I.....	4
Core Curriculum		48 Quarter Credit Hours
BA 1000	Introduction to Business.....	4
BA 1250	Human Resources.....	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
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
Total quarter credit hours required		96

* Indicates a general education course.

Associate of Science: PARALEGAL

The Paralegal associate’s degree program is designed to prepare students 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.

Concentration	48 Quarter Credit Hours
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
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Core Curriculum	48 Quarter Credit Hours
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
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Total quarter credit hours required	96

* Indicates a general education course

Associate of Science: SURGICAL TECHNOLOGY

The associate of science degree program in Surgical Technology is designed to provide students with the required knowledge base and technical skills required to obtain entry-level employment in the field of surgical technology. To achieve this goal, the surgical technology curriculum provides study in general and specialty surgical procedures, principles of anesthesia, anatomy and physiology, medical terminology and surgical technology techniques. Additional coursework in general education assists the graduates in growing professionally and in developing the ability to assume leadership roles.

Graduates of the program will be able to:

- Possess the natural science background informing the study of an allied health program.
- Demonstrate the application of the didactic knowledge in the operating room environment.
- Exhibit the incorporation of relationship building skills with acquired technical skills needed in the surgical environment.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

Concentration	48 Quarter Credit Hours
MD 1010 Surgical Technology Techniques	4
MD 1020 Specialty Surgical Procedures	4
MD 1030 Surgical Procedures I	4
MD 1040 Surgical Procedures II	4
MD 1050 Surgical Externship I.....	4
MD 1060 Surgical Externship II.....	4
MD 1070 Surgical Externship III	4
ME 1110 Medical Terminology	4
ME 1351 Anatomy & Physiology I	4
ME 1352 Anatomy & Physiology II	4
ME 1850 Clinical Procedures I.....	4
PH 1301 Pharmacy I.....	4
Core Curriculum	48 Quarter Credit Hours
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 1200 Business Communications	4
EN 2000 Introduction to Literature*	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 1311 Word Processing I.....	4
MT 1650 Medical Math & Calculations	4
PS 1200 Principles of Psychology*	4
SO 1200 Principles of Sociology*	4
Total quarter credit hours required	96

* Indicates a general education course.

Associate of Science: VETERINARY TECHNOLOGY

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

Graduates of the program will be able to:

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

Concentration		48 Quarter Credit Hours
VT 1100	Small Animal Medicine I	4
VT 1200	Veterinary Lab Procedures I	4
VT 1220	Veterinary Lab Procedures II	4
VT 1230	Veterinary Lab Procedures III	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
Core Curriculum		48 Quarter Credit Hours
CF 1100	Professional Development	4
MC 1150	Introduction to Microcomputer Applications	4
MT 1650	Medical Math & Calculations	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
VT 1400	Pharmacology	4
Total quarter credit hours required		96

* Indicates a general education course.

Certificate: ACCOUNTING

The certificate program in Accounting is designed to prepare graduates for 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.

Course Requirements	48 Quarter Credit Hours
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
Total quarter credit hours required	48

Certificate: BUSINESS

The Business certificate program provides 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 management positions.

Course Requirements	48 Quarter Credit Hours
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
Total quarter credit hours required	48

Certificate: COMPUTER SOFTWARE APPLICATIONS

The Computer Software Applications certificate program emphasizes the operations and applications of software systems in business and industry. The program assists the graduate in becoming proficient in current PC software. Because of the variety of software applications presented, the graduate is not restricted to employment in office administration. Graduates are prepared for entry-level positions such as computerized applications specialist, computer support service specialist, computer presentation specialist, desktop publisher, word processor, administrative assistant, and computer trainer.

Course Requirements	48 Quarter Credit Hours
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
MC 1400 Database Applications.....	4
MC 1700 Professional Presentation Techniques.....	4
MC 1800 Internet Research	4
PS 1200 Principles of Psychology	4
Total quarter credit hours required	48

Certificate: CRIMINAL JUSTICE

The certificate program in Criminal Justice prepares graduates to seek entry-level job opportunities in law enforcement, corrections, or investigations through legal, technical, and business coursework.

Course Requirements	48 Credit Hours
BA 1140 Business Law	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
GV 1150 American Constitutional Law	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
Total quarter credit hours required	48

Certificate: MEDICAL ASSISTANT

The Medical Assistant diploma program provides graduates with the skills necessary to seek entry-level employment in a clinical healthcare setting. The program prepares students for positions under the direct supervision of a physician, nursing staff, or medical office manager through coursework in medical terminology and clinical procedures, as well as in business principles and computer applications.

Course Requirements	48 Credit Hours
CF 1100 Professional Development.....	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 1351 Anatomy and Physiology I.....	4
ME 1352 Anatomy and Physiology II.....	4
ME 1500 Medical Administrative Practices	4
ME 1850 Clinical Procedures I.....	4
MT 1650 Medical Math and Calculations.....	4
PH 1301 Pharmacy I.....	4
PS 1200 Principles of Psychology.....	4
Total quarter credit hours required	48

Certificate: MEDICAL CODING AND BILLING

The Medical Coding and Billing certificate program provides students with the skills necessary to obtain entry-level employment in the medical business office setting. The program prepares students to analyze information from patient records and combine that information with knowledge of insurance reimbursement and coding guidelines to optimize physician payments.

Course Requirements	48 Credit Hours
BA 1000 Introduction to Business.....	4
CF 1100 Professional Development.....	4
CM 2500 Medical Ethics.....	4
EN 1200 Business Communications	4
MC 1150 Introduction to Microcomputer Applications.....	4
ME 1110 Medical Terminology	4
ME 1351 Anatomy and Physiology I.....	4
ME 1352 Anatomy and Physiology II.....	4
ME 1500 Medical Administrative Practices	4
ME 1560 Computerized Diagnostic Coding	4
ME 1570 Computerized Procedural Coding	4
ME 2720 Pharmacology.....	4
Total quarter credit hours required	48

Certificate: PARALEGAL ASSISTANT

The Paralegal Assistant certificate program is designed to prepare graduates to work directly under the supervision of an attorney in entry-level positions for legal offices and firms. The objective of the program is to train students to perform legal research and writing for various areas of law.

Course Requirements	48 Credit Hours
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
Total quarter credit hours required	48

COURSE DESCRIPTIONS

1000-level courses are normally recommended for students in the first year of their programs. Such courses are normally designed to prepare students for more advanced work in the same (or a related) subject area. 2000-level courses are normally recommended for students in the second year of their programs. 3000 and 4000-level courses are recommended for students in the third and fourth years 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), Business Administration (BA), Biology (BI), Career Foundations (CF), Criminal Justice (CJ), Communications (CM), Economics (EC), English (EN), Finance (FN), Government (GV), Healthcare (HC and HCA), History (HM), Health Science (HSC), Legal (LG), Microcomputer Applications (MC), Surgical Technology (MD), Medical Education (ME), Management (MG), Marketing (MK), Massage (MSS), Mathematics (MT), Nutrition (NUT), Pharmacy (PH), Philosophy (PH), Paralegal (PL), Psychology (PS), Sociology (SO), and Veterinary Technology (VT).

An asterisk indicates a general education course.

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, journals; and a study of accounting systems.

Prerequisites: None

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

A continuation of AC 1011. Topics include accounting procedures for business, accounting for cash, receivables, temporary investments, inventories, plant assets, 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. Topics include accounting procedures for partnership formation, income division, and liquidation. Additionally, the organization and equity rights of corporations are discussed.

Prerequisites: AC 1012

AC 1710 Payroll Management (4 quarter credit hours)

Course covers 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 course requirements or departmental approval

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 bailments.

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 2000 Business Law II (4 quarter credit hours)

This course covers the law of basic business associations, including agencies, partnerships, and corporations. This course will include a discussion of franchise and relevant real property concepts, and a study of negotiable instruments using the Uniform Commercial Code.

Prerequisites: BA 1140

BA 2220 Marketing and Advertising (4 quarter credit hours)

An introduction to the principles of marketing, advertising, and sales promotion, 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 financial 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 course requirements or departmental approval

BA 3000 Organizational Behavior (4 quarter credit hours)

This course advances the concepts learned in the foundational business courses. In addition, behavioral concepts are applied to motivation, leadership, work groups, and communication.

Prerequisites: BA 1000, PS 1200

BA 4000 Business 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 course requirements or departmental approval

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 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.

Prerequisites: MT 1650, MT 1770, OR MT 1800

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 course requirements or departmental approval

CJ 1002 Introduction to Law Enforcement (4 quarter credit hours)

This course provides students with a basic understanding of contemporary policing in the United States. The course explores the principles of policing, history of police, police administration, and police operations.

Prerequisites: None

CJ 1004 Introduction to Corrections (4 quarter credit hours)

This course is an introduction to the American correctional system. The course provides an overview on all aspects of corrections, including probation and parole.

Prerequisites: None

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 will include the recording of witness statements, interviewing, and the writing of reports. The course will also include an overview of standard police procedures and technological innovations.

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: CJ 1150

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 investigations 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

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 course requirements or departmental approval

CJ 3003 Juvenile Delinquency (4 quarter credit hours)

This course integrates sociological theories of delinquency with discussions of what is actually occurring in the social environments, examines types of delinquent behavior, and responses to control, treat, and prevent juvenile delinquency.

Prerequisites: CJ 2250

CJ 3006 Law Enforcement Operations (4 quarter credit hours)

This course covers current research and theory in policing and provides comprehensive presentation of police operations, patrol techniques, cultural diversity, and changes in police administration policy.

Prerequisites: CJ 1002

CJ 3008 Criminalistics I (4 quarter credit hours)

This course is an introduction to the field of forensic science. Students will learn the scientific techniques used by crime laboratories to process crime scenes, collect evidence, and examine physical evidence. The course will focus on how evidence from a crime scene can aid a criminal investigation.

Prerequisites: CJ 2150

CJ 3020 Civil Liability (4 quarter credit hours)

This course addresses issues of civil liability and policy development in federal, state, and local criminal justice agencies with emphasis on the problems confronting agency personnel due to the increased number of civil liability lawsuits. It introduces the student to civil liability generally and the federal law specifically while indicating steps that can be taken to minimize risks.

Prerequisites: CJ 1150, GV 1150

CJ 3021 Probation and Parole (4 quarter credit hours)

This course examines the theory and history of probation and parole and their operation in the criminal justice system.

Prerequisites: CJ 1004

CJ 3022 Juvenile Procedures (4 quarter credit hours)

This course places an emphasis on the juvenile system, process, and law and provides a detailed look at the various phases and nuances of juvenile law.

Prerequisites: CJ 2250

CJ 4003 Critical Issues in Criminal Justice (4 quarter credit hours)

This course will focus on current controversial issues confronting the Criminal Justice System.

Prerequisites: CJ 1150

CJ 4004 Family Violence (4 quarter credit hours)

This course explores the causes, consequences, and prevalence of domestic violence and the law enforcement response.

Prerequisites: CJ 1150

CJ 4005 Community Corrections (4 quarter credit hours)

This course focuses on the dual themes of problem solving and community/police collaboration and partnerships. A historical perspective is presented that details the community policing philosophy and the course provides practical strategies to implement community policing.

Prerequisites: CJ 1004, CJ 1650

CJ 4010 Law Enforcement Supervision and Management (4 quarter credit hours)

This course focuses on law enforcement managers and supervisors, their jobs, and the complicated interrelationships between members of the law enforcement team and the communities they share. Topics covered include; leadership, organizational behavior, and new developments in the field.

Prerequisites: CJ 3006

CJ 4012 Criminal Investigation (4 quarter credit hours)

This course is designed to combine the practical and theoretical aspects of criminal investigations and to develop an analytical and practical understanding of the investigative function.

Prerequisites: CJ 1002

CJ 4020 Criminalistics II (4 quarter credit hours)

This course will be an in-depth look at specific areas of forensic science. The course will focus on the collection, preservation, and examination of physical evidence, drug analysis, toxicology, biological evidence, firearms, documents, fingerprints, and digital evidence.

Prerequisites: CJ 3008

CJ 4900 Advanced 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 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 a professional's ethical and legal responsibilities.

Prerequisites: None

CM 2500 Medical Ethics (4 quarter credit hours)

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

Prerequisites: None

EC 1000 Introduction to Early Childhood Education (4 quarter credit hours)

This course is an introduction to the profession of Early Childhood Education. The student will explore the environments, materials and resources that comprise an appropriate educational setting for young children. The student will develop an appreciation for the history of Early Childhood Education and the theories which govern current practices. The student will apply knowledge of child development to developing an appropriate indoor and outdoor environment, developing schedules and selecting appropriate materials and topics for in depth investigation.

Prerequisites: None

EC 1100 Child Growth and Development (4 quarter credit hours)

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

Prerequisites: EC 1000, PS 1200

EC 1200 Developmentally - Appropriate Practices in Early Childhood Education (4 quarter credit hours)

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

Prerequisites: EC 1100

EC 1300 Health, Safety and Nutrition in Early Childhood (4 quarter credit hours)

In order for a child to learn and grow, the first priority is to make sure they are safe and healthy, and have an atmosphere that can enhance their well-being. This course includes topics such as child abuse, working with difficult families, cultural sensitivity, children with special needs, chronic illnesses and stress, and communication skills. This course also includes the incorporation of safety, health, and nutrition in every day curriculum to teach children about these important subjects.

Prerequisites: EC 1000, EC 1200 (Practicum required)

EC 1400 Early Childhood Language Arts and Methods (4 quarter credit hours)

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

Prerequisites: EC 1200, EN 1102 (Practicum required)

EC 1500 Principles of Guidance for the Young Child (4 quarter credit hours)

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

Prerequisites: EC 1300, EC 1400 (Practicum required)

EC 1600 Infant and Toddler Development (4 quarter credit hours)

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

Prerequisites: EC 1500

EC 2000 Creative Activities for Early Childhood (4 quarter credit hours)

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

Prerequisites: EC 1200, EC 1600 (Practicum required)

EC 2050 Principles of Macroeconomics (4 quarter credit hours)

The study of macroeconomics includes the basic aspects of economic analysis of the business world. Students will develop an understanding of the monetary system, recession, inflation, and the main cycles of business activity.

Prerequisites: None

EC 2100 Assessment in Early Childhood Education (4 quarter credit hours)

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

Prerequisites: EC 2000 (Practicum required)

EC 2150 Principles of Microeconomics (4 quarter credit hours)

Microeconomics is the study of the internal forces in the market place. Students will develop an understanding of the forces that control the economy and the effect of changes in those forces. Specific topics include the free enterprise system, capitalism, wage and price theory, law of supply and demand, and government regulation of business.

Prerequisites: MT 1650, MT 1770 OR MT 1800

EC 2200 Early Childhood Math and Science Methods (4 quarter credit hours)

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

Prerequisites: EC 1200; MT 1770 OR MT 1800 (Practicum required)

EC 2300 Home, School and Community Partnerships (4 quarter credit hours)

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

Prerequisites: CM 1200, EC 2100 (Practicum required)

EC 2400 Understanding Special Needs Children (4 quarter credit hours)

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

Prerequisites: EC 2100

EC 2500 Organization and Administration of Early Childhood Settings (4 quarter credit hours)

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

Prerequisites: EC 2100 (Practicum required)

EC 2900 Early Childhood Practicum (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 course requirements or departmental approval

EC 3000 Money and Banking (4 quarter credit hours)

This course is the study of the banking system in the American economy: monetary and fiscal policies and the impact of money and fund flows upon business decisions and economic activity.

Prerequisites: BA 2600, EC 2150

EN 0955 Fundamentals of English (4 quarter credit hours)

This is a transitional English course that focuses on the strengthening of grammatical, mechanical, and usage skills in writing. This course provides basic instruction and practice in writing one-paragraph and multi-paragraph essays.

Prerequisites: Placement through initial assessment

EN 1101 Composition I* (4 quarter credit hours)

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

Prerequisites: EN 0955 or placement through initial academic assessment

EN 1102 Composition II* (4 quarter credit hours)

Composition II has been designed to develop the students' proficiencies in both academic and professional writing. It promotes an awareness of the need to provide responsible support of ideas and conclusions. Students will employ logical reasoning (both inductive and deductive), analyze using critical reasoning, and accept the burden of proof in composing arguments.

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, e-mails, and resumes, 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: None

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 means of discovering the writer's purpose. The course requires written analyses of works and assumes competence in expository writing.

Prerequisites: EN 1101

EN 3000 World Literature* (4 quarter credit hours)

Organized thematically, this course explores multi-cultural viewpoints expressed in at least one novel supported by plays, short fiction, and poetry from around the world.

Prerequisites: EN 2000

FN 3000 Corporate Finance (4 quarter credit hours)

An introductory course in the financial management of non-financial corporations, this course focuses on the role of interest rates and capital markets in the economy. A variety of topics are addressed, including the structure and analysis of financial statements, time value of money circulations, and the valuation of income-producing physical assets.

Prerequisites: AC 1012, BA 2600

GV 1150 American Constitutional Law (4 quarter credit hours)

This course introduces students to the United States Constitution in theory and 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 our 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 recordkeeping 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 1150

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 course requirements or departmental approval

HCA 2180 Healthcare Delivery Systems (4 quarter credit hours)

This course is an introduction to the healthcare delivery system. It provides an overview of the various forces and elements that shape the way healthcare is delivered and received in the United States.

Prerequisites: HC 1000

HCA 2800 Issues in Public Health (4 quarter credit hours)

This course explores the societal context of health, illness, and the health care system in American Society. Determinants and measurement of health and disease are examined and an understanding of epidemiology and public health are developed.

Prerequisites: CM 2500, HC 1000

HCA 3180 Health Services Organization and Delivery (4 quarter credit hours)

This course covers structure and function of the health organizations, professions, and delivery systems across the continuum of care including community and teaching hospitals, long-term care facilities, rehabilitation hospitals, ambulatory care facilities, public health clinics, and private medical practice.

Prerequisites: HCA 2180

HCA 3250 Ethics and Law for Administrators (4 quarter credit hours)

This course examines legal and ethical dimensions of health care administration. Students learn to integrate ethical and legal aspects into administrative decision-making.

Prerequisites: CM 2500, HC 1000

HCA 3300 Economics of Healthcare (4 quarter credit hours)

This course examines the application of both micro and macro economic principles to the healthcare industry.

Prerequisites: HC 1000

HCA 3500 Healthcare Marketing and Strategy (4 quarter credit hours)

This course will examine the role and function of marketing and strategy development in healthcare organizations. Marketing concepts including market research, segmentation, branding, and advertising are reviewed. Strategy development is examined, including the roles of vision and mission, internal and external assessment, developing strategic initiatives, tactical planning, and strategic execution.

Prerequisites: HCA 2180

HCA 3600 Healthcare Finance (4 quarter credit hours)

This course covers the unique structure and process of financial management in healthcare organizations. Students learn to examine and understand statements of profit and loss, balance sheets, and cash flow statements in order to make administrative decisions regarding operations and resource allocation. The unique healthcare reimbursement system is given special attention.

Prerequisites: HCA 3300

HCA 3700 Health Information Management Systems (4 quarter credit hours)

This course examines the design, operation, application, and future of health information management systems.

Prerequisites: HC 1400, MC 1400

HCA 4100 Leadership in Healthcare Organizations (4 quarter credit hours)

This course presents students with leadership fundamentals in healthcare organizations. Interpersonal skills, leadership, ongoing professional development, and strategic management are examined.

Prerequisites: None

HCA 4150 Strategic Management in Healthcare Organizations (4 quarter credit hours)

Students will integrate the knowledge and skills learned in leadership, marketing strategy, managerial communication, research methods, and strategic management.

Prerequisites: HCA 3500, HCA 4100, MT 3000

HCA 4450 Risk Management in Healthcare Settings (4 quarter credit hours)

This course examines various risk factors and methods of managing risk in healthcare organizations. Strategies for prevention, intervention, and remediation of risk will be explored.

Prerequisites: HCA 2800, HCA 3250, HCA 3600

HCA 4850 Case Studies in Health Administration (4 quarter credit hours)

This course uses case studies to provide students with the opportunity to integrate the skills and knowledge learned in the core foundation with learned conceptual and technical competencies.

Prerequisites: HCA 3600, HCA 3700, HCA 4150

HCA 4900 Healthcare 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 course requirements or departmental approval

HM 3000 History of Art Through the Middle Ages* (4 quarter credit hours)

This course is a history of art from the prehistoric/tribal period through the Middle Ages. Students will analyze the design and artistic concepts common to all artwork, and will also cover the external themes and influences that shaped art at various points in history and across cultures.

Prerequisites: EN 1102, MC 1150

HM 3100 History of Art Through the Modern Times* (4 quarter credit hours)

This course is a history of art from the Renaissance to the Modern period. The concepts, historical themes and social/cultural influences on the art and architecture of the periods will be studied. Students will analyze the design and artistic concepts common to all artwork, and will also cover the external themes and influences that shaped art at various points in history and across cultures and provide us with a window onto those cultures.

Prerequisites: EN 1102, MC 1150

HSC 2300 Kinesiology For Massage (4 quarter credit hours)

In this course, students will develop skills and confidence in locating and palpating major anatomical structures to understand their role in human movement. Additional, this course aids in building knowledge of muscles and their attachments. Students will learn how to recognize the differences in the anatomical qualities of ligament, muscle, and bone tissues.

Prerequisites: ME 1352

LG 1000 Torts and Remedies (4 quarter credit hours)

The course familiarizes the student with the substantive law of torts. A tort is a civil wrong, other than a breach of contract that causes injury for which our legal system provides a remedy. Concentration will be in three main areas – intentional torts, strict liability torts, and negligence law. The student will study torts related to property, personal injury, and economic relations. The course will also examine various equitable remedies. Finally, students will analyze the specific elements required to establish defenses, damages, and immunities.

Prerequisites: BA 1140, PL 1123

LG 2000 Estate Planning and Probate (4 quarter credit hours)

This course examines the transferring of assets, trusts, wills, gifts, administration of decedents' estates, federal and state taxes, and administrator's responsibilities. Students will be exposed to the practical application of estate planning through the hands-on review of considerations, problems, and documents related to this area. They will also use and become familiar with software designed to expedite the process of drafting legal documents.

Prerequisites: MC 1150, PL 1230

LG 3000 Bankruptcy Law (4 quarter credit hours)

This course provides an overview of the federal bankruptcy law and rights of creditors and debtors. Emphasis is placed upon bankruptcy procedures in Chapter 7, 11, 12, and 13 of the U.S. Bankruptcy Code. Upon completion, students, under the supervision of an attorney, should be able to prepare and file bankruptcy forms, collection letters, and UCC search, and post-judgment collections such as garnishment.

Prerequisites: MC 1150, PL 1123

LG 3003 Administrative Law (4 quarter credit hours)

This course presents basic concepts of administrative law and procedure in federal and state agencies. Topics include representing clients before administrative bodies, agency operation, adjudication, constitutional questions, statutory issues, and appeals. Students will learn both formal and informal advocacy techniques. This course will offer a practical approach to administrative law with hands on learning of documents, forms, and the legal theories behind them.

Prerequisites: MC 1150, PL 1123

LG 3005 Insurance Law (4 quarter credit hours)

Principles of risk and insurance are studied in this course. Basic types of insurance, including automobile, homeowners, commercial, and medical are introduced. Students will learn practices and techniques of insurance defense attorneys and work on case files involving insurance claims. Insurance law will be examined by studying contract law and public policy and how each affects the other.

Prerequisites: MC 1150, PL 1123

LG 3006 Immigration Law (4 quarter credit hours)

This is a practical course on immigration law and procedures including the history and administration of US immigration law. Topics include citizenship, admission to the U.S, refugees, and political asylum. Students will gain experience in filling out numerous immigration forms, including application for naturalization and application for employment authorization.

Prerequisites: MC 1150, PL 1123

LG 3010 Real Estate Law (4 quarter credit hours)

This course develops the student's understanding of ownership, deeds, mortgages, easements, landlord/tenant relations, liens, and eviction procedures. An examination is made of the mechanics of transferring interest in real estate property. It deals with the nature of real estate property interests, sources of law, methods of conveyance, the financing of real estate transactions, contracts for sale, methods of encumbering property, the role of the real estate broker, title searches, title insurance, and real estate closings. Emphasis is placed upon local laws and methods of practice, including the use of present day technology. Further, the course is designed to teach the prospective paralegal how to assist an attorney in closing a real estate transaction

Prerequisites: MC 1150, PL 1123

LG 4000 Advanced Legal Research (4 quarter credit hours)

This course is a comprehensive examination of legal resources and references. It allows the student to apply analytical and logical skills to draft legal documents such as a memorandum of law and an appellate court brief.

Prerequisites: MC 1311, PL 1123

LG 4010 Evidence (4 quarter credit hours)

This course is designed to provide a thorough study of the rules of evidence. Emphasis will be placed on application of the rules in preparing and presenting evidence for trial. We will examine the role evidence plays in the legal system and the paralegals responsibility in finding, collecting, handling, labeling, and preparing evidence for litigation.

Prerequisites: CJ 2150, MC 1150, PL 1123

LG 4030 Employment Law (4 quarter credit hours)

This course is designed to provide students with an overview of the legal relationship between the employer and the employee. Areas covered include federal and state laws governing discrimination, wrongful termination, unionization, and privacy. Students will get practical experience in drafting an employment policy manual that addresses sexual harassment, Americans with Disabilities Act, and other employment issues. Other topics studied include pre-employment concerns, employee benefits, and other ethical issues in employment law.

Prerequisites: EN 1102, LG 4000

LG 4050 Environmental Law (4 quarter credit hours)

This course is a thorough overview of the government systems that form environmental policy. This course covers the federal environmental statutes, including National Environmental Policy Act, Comprehensive Environmental Response, Compensation and Liability Act, Endangered Species Act, Clean Water Act, Toxic Substances Control Act, Resources Conservation and Recovery Act, and Clean Air Act. Administrative procedures used to enforce the various domestic and international laws additionally will be covered. This course will provide students with a working knowledge of the laws that have the most practical significance for practicing environmental lawyers and paralegals.

Prerequisites: PL 1123

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, word processing, presentation software, and receives an introduction to the Internet. Hands-on experience is emphasized.

Prerequisites: None

MC 1211 Spreadsheets I (4 quarter credit hours)

This course provides an introduction to an electronic spreadsheet application. Sheet layout, arithmetic functions, report generation, formulas, formatting commands, and graphic representation of data 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 functionality of an electronic spreadsheet application.

Prerequisites: MC 1211

MC 1311 Word Processing I (4 quarter credit hours)

An introduction to current 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 MC1311, Word Processing I. Students learn advanced business-oriented functionalities of the word processing application introduced in MC1311.

Prerequisites: MC 1311

MC 1400 Database Applications (4 quarter credit hours)

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

Prerequisites: MC 1150

MC 1401 Advanced Database Applications (4 quarter credit hours)

A continuation of MC 1400, Database Applications. The student learns and applies advanced business-oriented functionalities of a relational database management system.

Prerequisite: MC 1400

MC 1700 Professional Presentation Techniques (4 quarter credit hours)

This course introduces the student to presentation software that can be used to create slide presentations and handouts. The student will learn how to create professional presentations using rich media and effectively deliver presentations in a group setting.

Prerequisites: MC 1150

MC 1800 Internet Research (4 quarter credit hours)

An introduction to the Internet as a research tool. Students will 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

MC 2990 Computer Software 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 required 120 hours.

Prerequisites: Completion of all other course requirements or departmental approval

MC 3000 Application of Management Information Systems (4 quarter credit hours)

This course provides an introduction to business applications of information systems and emphasizes how business objectives shape the application of new information systems and technologies and demonstrates the relevance of information systems

Prerequisites: BA 1000, MC 1150

MD 1010 Surgical Technology Techniques (4 quarter credit hours)

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

Prerequisites: ME 1850, ME 1352

MD 1020 Specialty Surgical Procedures (4 quarter credit hours)

In this course students will learn the techniques and procedures associated with procedures performed on specific organ systems.

Prerequisites: MD 1040

MD 1030 Surgical Procedures I (4 quarter credit hours)

This course introduces the student to the principles of surgical procedures and technology. Students will gain knowledge of incisions, wound closures and various types of closure materials.

Prerequisites: MD 1010

MD 1040 Surgical Procedures II (4 quarter credit hours)

This course will examine surgical procedures in great depth. Areas of focus will include pre and post operative care of the surgical patient, care of the patient during the surgical procedure and post operative follow up.

Prerequisites: MD 1030

MD 1050 Surgical Externship I (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. Each externship requires 125 hours.

Prerequisites: Completion of all course requirements or departmental approval

MD 1060 Surgical Externship II (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. Each externship requires 125 hours.

Prerequisites: Completion of all course requirements or departmental approval

MD 1070 Surgical Externship III (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. Each externship requires 125 hours.

Prerequisites: Completion of all course requirements or departmental approval

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 & Communication in a 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 the age and/or presenting illness of the client.

Prerequisites: PS 1200

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

This course studies the structure and function of the human body as an integrated whole. The course begins with basic anatomy terminology and progresses into the cell, tissues, and the following body systems: integumentary, skeletal, nervous, muscular, and senses.

Prerequisites: None

**ME 1351 is a general education course in the Medical Assisting and Surgical Technology programs only*

ME 1352 Anatomy and Physiology II (4 quarter credit hours)

A continuation of Anatomy and Physiology I, including the following body systems: endocrine, blood, circulatory, lymph, immune, respiratory, digestive, urinary, and reproductive.

Prerequisites: ME 1351

ME 1500 Medical Administrative Practices (4 quarter credit hours)

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

Prerequisites: ME 1110

ME 1560 Computerized Diagnostic Coding (4 quarter credit hours)

The focus of this class is learning the coding rules for the ICD-9-CM, and Level II (HCPCS) coding systems 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 PROs are also reviewed as related to diagnostic coding.

Prerequisites: ME 1500

ME 1570 Computerized Procedural Coding (4 quarter credit hours)

The focus of this class is learning the coding rules for the CPT and Level II (HCPCS) coding systems and then applying the rules to code patient procedures.

Prerequisites: ME 1500

ME 1850 Clinical Procedures I (4 quarter credit hours)

The 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 1352

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. The student learns about and practices acquiring and mounting diagnostically correct electrocardiograms. The principles of first aid and cardiopulmonary resuscitation (CPR) are presented.

Prerequisites: ME 1850

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: ME 1352

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: ME 1352

ME 2990 Medical Assisting 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 160 hours.

Prerequisites: Completion of all course requirements or departmental approval

MG 2000 Principles of Management (4 quarter credit hours)

The latest major approaches and techniques of management are studied, including planning, systems management, new organizational concepts, computer influence, controlling, and quantitative measurement.

Prerequisites: BA1000, BA1250, BA1300, BA2600

MG 4000 Global Business Management (4 quarter credit hours)

Students study characteristics of international management and the bases for business among countries. Different perspectives on organizational behavior, human resource management, management styles, and the practical aspects of international management are discussed. Business in the international environment is interpreted from a strategic management and marketing perspective that yields practical guidance concerning the management of firms and social responsibility.

Prerequisites: BA 2600, EC 2050, MG 3000

MG 4100 Operations Management (4 quarter credit hours)

This course focuses on the production and operations component of business. Topics include forecasting of demand, capacity and location planning, inventory management, scheduling of jobs and projects, and quality assurance and control.

Prerequisites: MG 3000

MK 4000 Retail Marketing (4 quarter credit hours)

This course is designed to present and integrate basic principles in decision areas such as location, layout, organization, personnel, merchandise control, pricing, sales promotion, traditional and e-commerce marketing strategies, and channel development considerations. Focus on strategic management and marketing perspective of retail merchandising.

Prerequisites: BA 2220

MK 4100 Consumer Behavior & Marketing Research (4 quarter credit hours)

Examines the psychological and sociological factors that influence consumption and decision-making. Studies the practical implications of consumer attitudes and behavior for such marketing activities as merchandising, market research, distribution, product development, pricing, branding, and e-commerce. Students are also exposed to applications of traditional and electronic media procedures and theories involved in solving marketing problems related to customer and competitive intelligence and marketing information systems.

Prerequisites: BA 2220, MT 1800, PS 1200

MK 4200 Marketing, Sales and Channel Management (4 quarter credit hours)

Develops an understanding of the marketing, sales, and channel management functions in organizations. An awareness of the interrelated nature of these functions is developed. Students are given an opportunity to examine the nature of this interdependency through online discussion, simulations, case studies, and experiments. Through these activities, students will explore the strategic and operational aspects of the marketing, sales, and channel functions. Students will also explore methods of maintaining relationships between firms and their channel partners including strategic channel design, channel evaluation and the management of marketing, sales, and channels for competitive advantage.

Prerequisites: BA 2220

MM 2990 Medical 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 course requirements or departmental approval.

MSS 1100 Health, Hygiene & Modalities (4 quarter credit hours)

This course covers the study of safety and sanitation practices, including universal precautions, as well as laws established by Departments of Health. The course will also teach the use of accepted holistic healthcare modalities of external applications, including hydrotherapy for its reflexive effect, the appropriate times to apply it, and its contraindications and modalities.

Prerequisites: None

MSS 1401 Basic Therapeutic Massage I (4 quarter credit hours)

In this course students will learn the five standard Swedish massage strokes and their variations. Through demonstration and practice, the students are able to perform a full-body Swedish massage in 1 hour. The course covers the theoretical principles including scientific study of professional touch. Students are instructed in the scope of practice, creating professional boundaries, the therapeutic relationship, approaches to care, proper draping methods, personal and client hygiene, obtaining a medical history, proper body mechanics, basic exercises for personal care, basic first aid, and OSHA regulations to provide a safe and nurturing practice environment.

Prerequisites: MSS 1100, HSC 2300

MSS 1402 Basic Therapeutic Massage II (4 quarter credit hours)

This course emphasizes the beginning integration of assessment techniques. Students learn how to examine postural analysis. The relationship of neuromuscular restriction to postural abnormalities is explored. Students learn the terminology relating to east and west modalities. Students will focus on determining and applying the appropriate modality to achieve the optimal client outcome. The care and maintenance of equipment used in massage therapy will also be covered.

Prerequisites: MSS 1401

MSS2450 Trigger Point Therapy (4 quarter credit hours)

In this course, students will learn how to identify trigger points in the tissue, recognize characteristic referral patterns, and how to apply techniques that may release the trigger point, resulting in pain relief. Students will learn the indications for trigger point manipulations and the use of hydrotherapy as a tool in the treatment strategy.

Prerequisites: MSS 1402

MSS 2460 Massage For Special Populations (4 quarter credit hours)

This introductory course focuses massage techniques on special populations. This course explores the specifics of common geriatric (elderly persons recovering from or living with disease and/or disability) ailments: including strokes, hip replacements, and Alzheimer's and Parkinson's Disease. The pre-natal portion teaches the student the basic knowledge and skills to work safely and effectively with healthy pregnant women. Students will also learn infant massage techniques for colic relief, better quality sleep, stress reduction, traumatic births and bonding, massaging the preemie and the fussy child. Massage techniques that demonstrate special care required for clients with terminal illness, or in remission will be taught. This course will emphasize contraindications so the student will be able to identify when it is appropriate to massage, refer out, deny the massage, or contact emergency personnel.

Prerequisites: MSS 1401

MSS 2470 Sports Massage & Holistic Health (4 quarter credit hours)

This course teaches the skills to relieve tension. Students will gain knowledge of which muscles are stressed by a particular sport, what areas of those muscles are subject to micro-trauma, analysis of which muscles may be injured by which movements, and gain knowledge on injury prevention and training. Students will also learn to relate wellness concepts to themselves, their professional practice and to their clients.

Prerequisites: MSS 1402

MSS 2900 Health & Therapeutic Massage 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 course requirements or departmental approval

MT 0955 Fundamentals of Math (4 quarter credit hours)

A review of mathematical concepts designed to develop skills in basic applications. The course focuses upon computation and conversion involving whole numbers, fractions, decimals, ratios, percents, square roots, and the metric system

Prerequisites: Placement through initial academic assessment

MT 1650 Medical Math and Calculations (4 quarter credit hours)

This course will use basic algebra to calculate dosage and dosage rates used by technicians to compound prescriptions, prepare intravenous solutions, pediatric doses, or special prescriptions. Basic pharmacokinetic principles will also be introduced so that the student has a better understanding of the absorption, distribution, metabolism, and excretion of medications.

Prerequisites: MT 0955 or placement through initial assessment

MT 1770 College Mathematics* (4 quarter credit hours)

Instruction in fundamental processes in arithmetic and algebraic operations. Topics include percentages, metric conversions, graphing, and an introduction to linear algebra and geometry.

Prerequisites: MT 0955 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 0955 or placement through initial assessment

MT 3000 Statistics* (4 quarter credit hours)

This course introduces the student to fundamental laws of probability, levels of measurement, measures of central tendency and variance, random variables, hypothesis testing, correlation, regression, small sample techniques, and non-parametric methods.

Prerequisites: MT 1800

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

PH 1301 Pharmacy I (4 quarter credit hours)

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

Prerequisites: MT 1800

PH 2000 Introduction Philosophy* (4 quarter credit hours)

This course introduces students to philosophical thinking. Students will confront fundamental questions of self and identity, of freedom and determinism, of belief and truth, and of ethics and morality. Critical thinking activities will challenge students to incorporate philosophy into their daily lives by applying the questions of philosophy to themselves and their world.

Prerequisites: None

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 will 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 will provide 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 will culminate in a legal research and writing project that will require the student to integrate knowledge gained from PL 1122 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 will introduce the student to the process of litigating a civil case from its initiation through the use of discovery techniques and 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

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 pertains 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 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 course requirements or departmental approval

PL 4100 Legal Studies 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 course requirements or departmental approval

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

A study of the scientific basis of human behaviors 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

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 exams, 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, transmission, 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: VT1000, VT1361

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 1000; MT 1650 OR MT 1800

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 1200

VT 1230 Veterinary Lab Procedures III (4 quarter credit hours)

This course is designed to provide the knowledge and skills necessary to perform hematological laboratory procedures on a variety of species including dogs, cats, laboratory animals, large animals, birds and reptiles. Instruction includes a study of the components of whole blood, their characteristics and function, normal values, normal and abnormal variations, and laboratory testing of these components as they relate to a variety of species..

Prerequisites: VT 1200

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: None

VT 1400 Pharmacology

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 1100, 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: VT1100, VT1220, VT1230

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: VT1361

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: VT1100, VT1220, VT1230, VT1361, VT2200

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 postoperative care, and maintenance of the operating room and surgical supplies.

Prerequisites: VT1400, VT2000

VT 2900 Veterinary Externship I (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. Each externship requires 120 hours.

Prerequisites: Completion of all course requirements or departmental approval

VT 2910 Veterinary Externship II (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. Each externship requires 120 hours.

Prerequisites: Completion of all course requirements or departmental approval

VT 2920 Veterinary Externship III (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. Each externship requires 120 hours.

Prerequisites: Completion of all course requirements or departmental approval

ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

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.

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.

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.

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.

Technology Requirements Computer:

PC: As a general guideline students should have 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 v6.0/7.0 (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://onlinebrownmackie.com>

Platform: eCollege

eCollege has been selected as the platform for distance learning. The platform includes the following tools:

- Threaded Discussions
- Chat/Whiteboard
- Journal
- Webliography
- Course search or internet search
- Ability to group students for group projects
- eMail
- Online content including handouts, PowerPoints, exams/quizzes

- Gradebook

Academic Integrity

Students are required to conduct themselves in conformity with normal expectations of collegiate academic integrity in their 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."

Learning Resources and Services

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. Students also should be able to use resources at local libraries. Internet access is available for research.

Students are oriented to the library early in their curricula. Faculty make regular assignments that require use of the center, 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.

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. All courses attempted will be used to calculate the incremental completion rate. 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. 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 an allied health program (Medical Assisting or Occupational Therapy Assistant) 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*, or *WF*.

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; an 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. One quarter credit hour is awarded for each:

- A minimum of 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

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 Hr
<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>PG</i>	Progress		Not computed
<i>NPG</i>	No Progress		Not computed
<i>CR</i>	Credit granted through test out		Not computed

In allied health programs, courses that have the following designations: BI, HC, ME, and MT, the grade of *C* is the lowest passing grade and the grades of *D+* and *D* are not awarded.

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.

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

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 at issue. 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	=	16.0
Principles of Psychology	W	4		(not computed)		
College Mathematics	D+	4	x	1.7	=	6.8
Computed Credit Hours Attempted		12				Quality Points 36.0

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 Brown Mackie College — Michigan City, 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 — Michigan City is licensed by the Indiana Commission on Proprietary Education to confer bachelor's degrees, associate's degrees, diplomas, and certificates and is accredited by the Accrediting Council for Independent Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and 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.

The mission of Brown Mackie College - Michigan City is to help you prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by Brown Mackie College - Michigan City is their deliberate focus on marketable skills. The credits earned are not intended as a stepping-stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at Brown Mackie College – Michigan City will transfer to another 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 Brown Mackie College — Michigan City 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. **Brown Mackie College — Michigan City does not imply, promise, or guarantee transferability of its credits to any other institution.**

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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 Honors 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 Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honors 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.

Term GPA	Honors Designations
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 a degree 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.
- Achieve a minimum CGPA of 2.00 based on 84 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 a 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 76 credit program can attempt 114 credits.
- Students in a 96 credit program can attempt 144 credits.
- Students in a 100 credit program can attempt 150 credits.
- Students in a 184 credit program can attempt 276 credits.

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 24 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.

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 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 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 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 assessments. 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 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 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 is 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.

In cases in which a student has graduated from one program then subsequently begins work in a different program, grades earned in the first program will be recorded as *TR* and will not be applied to the student's new program CGPA calculation.

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 major. Changing from an associate's program to a bachelor's program in the same major is not considered a change of major. A student may change his or her program at any point of his or her enrollment. Courses that apply to the second major 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 major, that student must be terminated, appeal the termination, and have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors 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.

FACULTY

A current listing of the College's faculty is provided in the *Bulletin to the 2009 – 2010 Academic Catalog*.

STUDENT SERVICES AND REGULATIONS

Tutoring

Brown Mackie College — Michigan City has designed its class scheduling to leave 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. 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 Brown Mackie College — Michigan City. 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 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 also assist in organizing college-approved events for both students and employees.

Students with Disabilities

Brown Mackie College — Michigan City provides accommodations to qualified students with disabilities. The Academic Affairs Office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at the College. The College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs, and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Academic Affairs Office. If you have a concern or complaint in this regard, please contact the dean of academic affairs. Complaints will be handled in accordance with the College's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

Career Services

The Office of Career Services assists eligible 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 Brown Mackie College — Michigan City 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 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 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 development.

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 nominal 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 submitted to the Office of the Registrar 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.

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 Brown Mackie College — Indianapolis 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 registrar. 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

Brown Mackie College — Michigan City 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 Brown Mackie College — Michigan City officials who have been determined by the school to have legitimate educational interests in the records. A college official is:
 - a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes but not limited to human resources and accounting staff for the purpose of the tuition reimbursement plan; 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 Brown Mackie College — Michigan City 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 school 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 college 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 education institution attended. It does not include and Brown Mackie College — Michigan City 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 Brown Mackie College — Michigan City officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Brown Mackie College — Michigan City 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

Brown Mackie College — Michigan City 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 website

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, leave of absence, 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 Brown Mackie College — Michigan City 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 — Michigan City, 325 East US Hwy 20, Michigan City, IN 46360. 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, dean of academic affairs, or the school president/director 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. Brown Mackie College — Michigan City 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, Brown Mackie College — Michigan City 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 Brown Mackie College — Michigan City. 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. Brown Mackie College — Michigan City 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, Brown Mackie College — Michigan City 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, Brown Mackie College — Michigan City 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 college.
7. If a statement is placed in the education records of a student under paragraph six above, Brown Mackie College — Michigan City 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 Brown Mackie College — Michigan City 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

The College store 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 logos. Hours are posted at the store entrance.

Alcohol/Drug Possession, Usage, and Distribution Policy

Drug-Free Workplace and College

The use of illegal drugs and the abuse of alcohol at Brown Mackie College — Michigan City or in facilities controlled by Brown Mackie College — Michigan City are prohibited by College regulations and are incompatible with the Brown Mackie College — Michigan City 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 Education Management Corporation and the requirements of state and federal law Brown Mackie College — Michigan City 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

Brown Mackie College — Michigan City Sanctions

Brown Mackie College — Indianapolis, in all of its actions, seeks to uphold local, state, and federal laws. Insofar as permitted by these laws, the Brown Mackie College — Michigan City 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 Brown Mackie College — Michigan City 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.

State and Federal Sanctions

Indiana criminal statutes provide for drug offense penalties in relation to the nature of the offense, the drug involved, whether the offense is a first or subsequent offense, and in some cases, the amount of the drug involved. Unlawful purchase or possession of any drug in Schedule I or Schedule II (includes cocaine, heroin, morphine, hallucinogens, etc.) carries a sentence of 1.5 to 20 years imprisonment for a first offense and 4 to 30 years for subsequent offenses.

Unlawful manufacture, sale or possession with intent to sell of those drugs carries a sentence of 4 to 30 years for a first offense. Subsequent offenses can result in life imprisonment.

Unlawful purchase, possession, manufacture, or sale of marijuana carries a minimum prison sentence of 1 to 4 years.

Drug trafficking (selling, manufacturing, or possessing large quantities of illegal drugs) carries minimum mandatory prison terms and minimum fines under Indiana law as noted below:

Cocaine (28 – 200 grams)	10 years and \$10,000
Morphine, opium, heroin (4 – 14 grams)	10 years and \$10,000
Marijuana (50 – 2000 lbs.)	4 years and \$10,000

Mandatory sentences increase in proportion to quantity.

Driving while under the influence of alcohol at .08 BAC, or drugs, carries the following penalties:

First Conviction: License suspension for at least 90 days. Court costs for drug evaluation and treatment, community service and imprisonment for not less than 5 days.

Second Conviction: License suspension for up to one year. Court costs for drug evaluation and treatment, community service for 180 hours and imprisonment for at least 5 days.

Third or Subsequent Conviction: License suspension at least one year and up to two years. Court costs for drug evaluation and treatment, community service for 360 hours, imprisonment at least 10 days.

Habitual Offender Statutes in Indiana enhance the penalties by adding an additional 3 to 8 years to the above penalties.

Additional monetary penalties may also be imposed to compensate victims. If the DUI causes the death of another person, the prison sentence is enhanced.

Furnishing alcoholic beverages to, and purchase or possession of alcoholic beverages by any person under the age of 21 is prohibited by Indiana law. The charge for the first conviction is a Class C Felony. In addition to criminal penalties, anyone who furnishes alcohol to an underage person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the underage drinking driver.

Additional sanctions exist under Indiana law for drug and alcohol-related offenses including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, and denial or revocation of professional licenses.

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.

The application of law and penalties vary from case to case depending on circumstances. The preceding information is not to be relied on as legal advice. Always consult a qualified attorney for legal advice.

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 (5) 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, Frank O'Bannon grant and 21st Century Scholars program. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Brown Mackie College — Michigan City 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

Advising

If you observe any of these changes in yourself or another student, you are encouraged to talk with faculty or staff member.

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. The student advisor staff or a faculty member will refer you to one that meets your needs.

Michigan City Area Resources:

These are organizations that may be contacted for help.

Addiction and Psychological Treatment Centers

Swanson Center 450 St. John Road, Suite 525 Michigan City, IN 219-879-0676	Swanson Center 1230 West State Road 2 LaPorte, IN 219-362-2145
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Samaritan Counseling Centers, Inc. 121 West 9 th Street	Samaritan Counseling Centers, Inc. 1225 Michigan Avenue
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Michigan City, IN
219-879-3283

LaPorte, IN
219-325-8225

Madison Center
3714 South Franklin
Michigan City, IN
219-879-8539

Madison Center
900 I Street
LaPorte, IN
219-324-1975

Alcohol Information and Treatment

Alcoholics Anonymous
877-451-0135

LaPorte County Alcohol & Drug Service – LADS
809 State Street, Suite 306A
LaPorte, Indiana
219-873-7014, ext. 207

Drug Addiction Information and Treatment

North Central Indiana Area of Narcotics Anonymous
Meeting in LaPorte, IN
574-674-1685 or 866-604-2391

The National Institute on Drug Abuse Hotline (1-800-662-4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

A list of emergency and sliding-fee scale resources is available from the student advisor.

Student Withdrawal

A student may voluntarily withdraw from the College by notifying the Office of the Registrar in writing or in person. The refund policies outlined in the section on Tuition, Fees and Refund Policy shall apply in the event that a student actively withdraws, is administratively withdrawn, or is dismissed from the college.

STUDENT CONDUCT

I. Student Conduct Policy

Brown Mackie College — Michigan City 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 Brown Mackie College — Michigan City, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Brown Mackie College — Michigan City 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 Brown Mackie College — Michigan City mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

II. Elements/Violations

The following is a list of behaviors that violate the Brown Mackie College — Michigan City Student Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel
2. Assault, battery, or any other form of physical abuse of a student or school employee
3. Fighting
4. Verbal abuse of a student or school employee
5. Conveyance of threats by any means of communication including, but not limited to, threats of physical
 - a. abuse and threats to damage or destroy school property or the property of other students or school
 - b. employees
6. Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student are a violation of this code.
7. 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
8. Any form of unwanted sexual attention or unwanted sexual contact
9. Violations by guest of a student on school property. Students are responsible for the actions of their guests
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty or staff member
11. Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities)
12. Use of cell phones and pagers during scheduled classroom times
13. Unauthorized entry into, or use of, school facilities
14. Forgery, falsification, alteration or misuse of school documents, records or identification
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials
16. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials
17. Extortion

18. 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
19. Breach of peace on school property or at any school-sponsored or supervised program
20. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property, or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property, or at any school function is also prohibited
21. Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions
23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area
24. Failure to satisfy school financial obligations
25. Failure to comply with direction of school officials, faculty, staff or security officers who are acting in the performance of their duties
26. Failure to identify oneself when on school property or at school-sponsored or supervised functions, upon request of school official acting in the performance of his/her duties
27. Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions
28. 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 school
29. Any act considered inappropriate or as an example of misconduct that adversely affects the interests of Brown Mackie College — Michigan City and/or its reputation
30. Any violation of the institutions policies on the responsible use of technology including but not limited to
 - The theft or abuse of computer, email, Internet or Intranet resources
 - Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of law
 - Unauthorized use of another individual’s identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school’s computing system
31. Abuse of the Brown Mackie College — Michigan City disciplinary system, including but not limited to:
 - Failure to obey the summons of a disciplinary body or school official
 - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
 - Disruption or interference with the orderly conduct of a disciplinary proceeding
 - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding

- Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - Failure to comply with the sanction(s) imposed under the student conduct policy
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
32. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

III. Disciplinary Procedures

Complaint

- a) Any member of Brown Mackie College — Michigan City i.e. faculty, staff, student, may file a complaint against any student for misconduct or for otherwise being in violation of Brown Mackie College — Michigan City policies. The complaint shall be prepared in writing and directed to the dean of academic affairs or his/her delegate. Complaints should be submitted as soon as possible after the alleged violation occurred.
- b) The dean of academic affairs or a delegate shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.
- c) Unless otherwise provided by law, Brown Mackie College — Michigan City generally will not disclose the name of the person making the complaint to the accused student (“STUDENT”) unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

- a) Within a reasonable period of time after the complaint is received, the dean of academic affairs or his/her delegate will notify the STUDENT of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The STUDENT will meet with the dean of academic affairs or his/her delegate to discuss the complaint and alleged violation. The dean of academic affairs or his/her delegate will render and communicate the decision to the STUDENT.
- b) If a good faith effort has been made to contact the STUDENT to discuss the alleged violation and the STUDENT fails to appear for the meeting, the dean of academic affairs or his/her delegate may make a determination of violations of Brown Mackie College — Michigan City policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the STUDENT.
- c) The dean of academic affairs or his/her delegate’s determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation or policy of Brown Mackie College — Indianapolis.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from Brown Mackie College — Michigan City, the following procedures should apply unless the student elects to forego them.

- a) The charges against the student shall be presented to the STUDENT in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the STUDENT has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the dean of academic affairs or his/her delegate.
- b) Hearings shall be conducted by the dean of academic affairs or his/her delegate (herein referred to as the “Hearing Officer”) and may also include faculty, staff and students according to the following guidelines:
 - Hearings normally shall be conducted in private
 - Admission of any person to the hearing shall be at the discretion of the dean of academic affairs or his/her delegate.
 - 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
 - The complaining party (which may be a member of the Administration) and the STUDENT may present witnesses at the hearing. Those witnesses may be questioned by the hearing officer

- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the hearing officer at his/her discretion
- All procedural questions are subject to the final decision of the hearing officer
- After the hearing, the hearing officer shall determine whether the STUDENT has violated the rules, regulations or policies that the STUDENT is charged with violating. The hearing officer will issue a written determination. If the hearing officer determines that a violation has occurred, the hearing officer's determination will also address whether dismissal from Brown Mackie College — Indianapolis is an appropriate sanction for the offense(s)
- The hearing officer's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation or policy of Brown Mackie College — Michigan City
- The hearing officer shall provide the STUDENT with a copy of the determination, including information regarding the student's right of appeal therefrom

Interim Suspension

Brown Mackie College — Michigan City may immediately remove or suspend a student from school without applying or exhausting these procedures when, in Brown Mackie College — Michigan City sole judgment, the student poses a threat of harm to himself, to others, or to property of Brown Mackie College — Michigan City or a member of Brown Mackie College — Michigan City.

During the interim suspension, students shall be denied access 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.

Violations of Law

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of the Brown Mackie College — Michigan City community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Brown Mackie College — Michigan City will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property

Brown Mackie College — Michigan City reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of Brown Mackie College — Michigan City staff that a serious risk to the health, safety and welfare of students, and/or the school community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing.

IV. Sanctions

Brown Mackie College — Michigan City 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). Brown Mackie College — Michigan City 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:

Warning	A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
Probation	Probation is used for repeated violations or a specific violation of a serious nature. The dean of academic affairs or his/her delegate defines the terms of probation.
Suspension	Separation of the student from the school for a predetermined 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, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.

Expulsion	The student will be expelled from Brown Mackie College — Michigan City immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school at any time or for any reason.
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.
Discretionary Sanctions	The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

V. Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to Brown Mackie College — Michigan City policies and procedures.

- The student must initially obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property.
- The student must write a letter of appeal in the student’s own words, addressed to the president of Brown Mackie College — Michigan City or his/her delegate. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to Brown Mackie College — Michigan City policies and procedures. It must be delivered to the president or his/her delegate within seven calendar days following the student’s receipt of the decision.
- The president or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision. 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 student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- 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 Brown Mackie College — Michigan City 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 Brown Mackie College — Michigan City. 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 should contact the dean of academic 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

Brown Mackie College — Michigan City 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, 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. Brown Mackie College – Michigan City 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, Brown Mackie College – Michigan City 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, Brown Mackie College – Michigan City will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Complaint Procedure 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 College 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:

Faculty	Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.)
Department Chair/ Program Administrator	Unresolved academic issues pertaining to the student's program (as program objectives, curriculum, graduation requirements, licensure examinations, faculty, etc.)
Academic Affairs Office	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
Office of the Registrar	Resolution of issues involving course scheduling and obtaining transcripts
Student Financial Services Office	Resolution of issues involving loans, grants, deferments, verification, federal funding, and consequences of withdrawal
Student Accounting Office	Resolution of issues involving the status of the student's account and issues of billing (as monthly payments, book returns, financial arrangements, fees, etc.)
Office of Career Services	Full-time and part-time employment assistance, employment correspondence, and related employment services
College President	Resolution of an issue in any area above which remain 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:

Indiana Commission on Proprietary Education
302 West Washington Street, Room E201
Indianapolis, IN 46204
800-227-5695 or 317-232-1320

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
202-336-6780

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

Brown Mackie College — Michigan City does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, 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 College's compliance efforts regarding the nondiscrimination policy: the dean of academic affairs.

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 Brown Mackie College — Michigan City nondiscrimination 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 academic and non-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. In most cases, the person accused of discrimination will be notified of the complaint by the dean of academic affairs.
2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the dean of academic affairs.
3. The 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.
4. The dean of academic affairs will determine whether a violation of the Brown Mackie College — Michigan City nondiscrimination policy has occurred. The dean of academic affairs will issue a written determination as promptly as practicable. If the dean of academic affairs determines that the policy has been violated, the dean of academic affairs will also recommend corrective action.
5. The decision of the dean of academic affairs may be appealed by petitioning the President's Office Brown Mackie College — Michigan City. The written appeal must be made within twenty calendar days of receipt of the determination letter from the dean of academic affairs. The president, or his or her 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.
6. Matters involving general student complaints will be addressed according to the Complaint and Resolution Process, a copy of which can be found in the College catalog.

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 Web site at <http://www.ed.gov/ocr>.

Arbitration

You and Brown Mackie College — Michigan City agree that any dispute or claim between you Brown Mackie College — Michigan City (or any company affiliated with Brown Mackie College — Michigan City, or any of its officers, directors, trustees, employees, or agents) arising out of or relating to your Enrollment Agreement or, absent such agreement, your enrollment or attendance at Brown Mackie College — Michigan City, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or Brown Mackie College — Indianapolis's selection, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If Brown Mackie College — Indianapolis intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with Brown Mackie College — Michigan City, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, Brown Mackie College — Michigan City will select one.

Brown Mackie College — Michigan City agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you 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 your claim exceeds \$5,000, Brown Mackie College — Michigan City reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER YOU OR BROWN MACKIE COLLEGE — MICHIGAN CITY 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, YOU 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 YOU OR BROWN MACKIE COLLEGE — INDIANAPOLIS 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 you 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 you reside. Upon your written request, Brown Mackie College — Michigan City 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 or this Agreement 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 your relationship with Brown Mackie College — Michigan City. If you have a question about the arbitration administrators mentioned above, you may contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document.

TUITION, FEES, AND REFUND POLICY

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

Tuition and Fees

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

Refund Policy

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

Return of Federal Title IV Aid

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60 percent of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The College will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60 percent, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, and SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60 percent of the quarter, the student may need to return some of those funds. If the student needs to return funds, the College will notify the student regarding how much is owed, and how it is to be returned.

Adjustment of Charges

In accordance with College policy, if a student withdraws from the College, the College will earn tuition and fees as follows, based on the week in which the student withdraws.

If the student is not accepted, all advanced money 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 prior to the end of any quarter will be obligated on the following basis.

Refunds will be issued to appropriate parties within 30 days of the date the student officially withdraws or is dismissed, or, in the case unofficially withdrawn, within 30 days of the date the College determines that the student has unofficially withdrawn.

1. A student is entitled to a full refund if one or more of the following criteria are met:

- (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
- (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
- (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
- (d) If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90 percent) of the cost of the financial obligation.

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25 percent) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75 percent) of the cost of the financial obligation.
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25 percent) but equal to or less than fifty percent (50 percent) of the duration of the instructional program, is entitled to a refund of fifty percent (50 percent) of the cost of the financial obligation.
5. A student withdrawing from an instructional program, after attending more than fifty percent (50 percent) but equal to or less than sixty percent (60 percent) of the duration of the instructional program, is entitled to a refund of forty percent (40 percent) of the cost of the financial obligation.
6. A student withdrawing from an instructional program, after attending more than sixty percent (60 percent) of the duration of the instructional program, is not entitled to a refund.

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. The refund policy applying to books and supplies is available in the college store.

The College will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The College will then calculate how much of the charges can be retained based on the College policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to federal loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the federal refund is made, under College policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), student.

All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.

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

An applicant may cancel his or her enrollment by submitting notice in writing within six business days after midnight of the day on which the Enrollment Agreement was signed. The six days do not include Saturdays, Sundays, and federal holidays. When enrollment is cancelled, all monies paid to the College or its representative will be refunded to the applicant.

FINANCIAL ASSISTANCE PROGRAMS

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 educational 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 Student Financial Services Office.

Federal 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.

Frank O'Bannon Grant Program (formerly the Indiana Higher Education Grant)

The Frank O'Bannon Grant Program, designed to provide access for Indiana resident students to attend eligible postsecondary institutions, receives its funding through appropriations made by the Indiana General Assembly. The grants, targeted to tuition and regularly assessed fees, are "need-based" and do not require repayment. Due to variations in appropriations, the number of filers, and the "need" of the filer base, the dollar value of state grants will vary from year to year.

21st Century Scholars Program

The 21st Century Scholars Program began in 1990 as Indiana's way of raising the educational aspirations of low-and moderate-income families. The program aims to ensure that all Indiana families can afford a college education for their children.

Federal Supplemental Education Opportunity Grant

Each year the College makes a limited number of awards to students through the Federal Supplemental Education Opportunity Grant (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 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 Student Financial Services Office.

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 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 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 Admissions Office.

Veterans' Benefits

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 Education 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.

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.

President's Scholarship

Each year, the College makes available scholarships of \$1000 each to qualifying seniors from area high schools. No more than one scholarship is 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 Brown Mackie College — Michigan City 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.

The Education Foundation Scholarship

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 every quarter. In Brown Mackie College – Cincinnati, applicants must be currently enrolled in an associate'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.



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