



BROWN MACKIE COLLEGE  
QUAD CITIES<sup>SM</sup>

*Academic Catalog*  
*2010 – 2011*

Brown Mackie College — Quad Cities  
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In order to continually provide current information, this catalog may be amended by an insert identified as *Bulletin to the 2010-2011 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

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This catalog is published in order to inform students and others of Brown Mackie College — Quad Cities’ 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 — Quad Cities (“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 2010 – 2011 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

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*Welcome to Brown Mackie College- Quad Cities!*

*Congratulations on selecting a college which will prepare you for a rewarding career. As President of Brown Mackie College-Quad Cities, it is my honor to welcome you as part of our student body. By enrolling at Brown Mackie College- Quad Cities you have already proven your desire for a brighter future and a commitment to invest the time and effort necessary to succeed. Success is a journey rather than a destination. Attaining your educational goals at Brown Mackie College- Quad Cities will equip you with the knowledge and skills necessary on that journey towards success.*

*The staff and faculty at Brown Mackie College- Quad Cities are here to assist you not only academically, but also with other services to help solve any problems that might stand in the way of your educational and career goals. We believe that career training should be a rewarding and confidence-boosting experience that can never be taken away from you. We are committed to supporting your efforts and want to help in any way we can while you are a student here.*

*Again, congratulations on your educational decision. Through education all dreams can be realized. Brown Mackie College- Quad Cities welcomes you.*

*Sincerely,*



*Kao Odukale  
President, Brown Mackie College — Quad Cities*

## **ABOUT BROWN MACKIE COLLEGE — QUAD CITIES**

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Founded in 1890 by A.N. Hiron as LaPorte Business College in LaPorte, IN, the institution later became known as Commonwealth Business College. In 1919, ownership was transferred to Grace and J.J. Moore, who successfully operated the College for almost 30 years. Following World War II, Harley and Stephanie Reese operated the College under the name of Reese School of Business for several decades.

In 1975, the College came under the ownership of Steven C. Smith as Commonwealth Business College. A second location, now known as Brown Mackie College — Merrillville was opened in 1984 in Merrillville, IN, and a third location was opened a year later in Davenport, IA. In 1987, the Davenport location relocated to its present site in Moline, IL.

In 1995, the College came under the ownership of Commonwealth Business College Education Corporation, and the school name, Brown Mackie College — Moline, became official when the College changed ownership again in September 2003.

In November 2009, the college changed its name to Brown Mackie College — Quad Cities to better reflect the regional community it serves.

In November 2009, Brown Mackie College — Quad Cities took on its current name to better reflect the regional community it serves. The college relocated to its current location on East Kimberly Road, Bettendorf, IA in August 2010.

Located in Bettendorf, IA the College is easily accessible off I-74 and is on the bus line with more than 22,000 square feet of tastefully decorated classrooms, laboratories, and offices provide a contemporary professional environment for learning. Instructional equipment is comparable to that used in business and industry. Brown Mackie College – Quad Cities offers each student access to the technology, tools, and facilities to complete projects in each subject area. The College provides media presentation rooms for special instructional needs, a resource center that provides instructional resources and academic support for both faculty and students, and qualified and experienced faculty who are committed to the academic and technical preparation of their students.

The College is nonresidential; students who are unable to commute daily from their homes may request assistance from the Admissions Office in locating housing. Ample parking is available at no additional cost. Smoking is prohibited in school buildings.

Brown Mackie College — Quad Cities is 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.

# COLLEGE MISSION AND PURPOSES

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## **Mission Statement**

The mission of Brown Mackie College— Quad Cities is to provide quality education in academic and technical skills reflecting community needs and to assist students in defining, planning, and achieving academic and career goals.

In keeping with this mission, the College is devoted to the following operational objectives:

- Employing qualified and experienced staff and faculty who are committed to promoting educational excellence.
- Providing career development and individualized job search assistance which will enable students to confidently pursue employment in their chosen field.
- Networking endeavors for faculty and staff for increased placement opportunities.
- Ensuring continued growth through academic and financial accountability.

## **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

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The Brown Mackie College system of schools has a long history that extends back to the late 1800s. The system began as a single school, Kansas Wesleyan School of Business, which began operation on Sept. 12, 1892. In 1938, the school was incorporated as The Brown Mackie School of Business under the ownership of Mr. Perry E. Brown and Mr. A.B. Mackie, former instructors at Kansas Wesleyan University in Salina, Kansas. In 2003, this school and others that were to become part of the Brown Mackie College system of schools, and which were owned and operated by numerous organizations, were acquired by Education Management Corporation of Pittsburgh, Pennsylvania. The system of schools was renamed Brown Mackie Colleges in November 2004, and now includes the schools formerly known as Southern Ohio College in Ohio and Kentucky, Asher School of Business in Georgia, Commonwealth Business College in Indiana and Illinois, Michiana College in Indiana, RETS Institute of Technology in Kentucky and Pennsylvania, RETS Medical and Business Institute in Kentucky, and AEC Texas Institute. The Brown Mackie College system of schools has more than 20 locations in various states.

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 25 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 various states (as of fall 2009). The Brown Mackie College system of schools includes the following locations:

Brown Mackie College — Akron  
755 White Pond Drive, Suite 101  
Akron, OH 44320  
330-869-3600

Brown Mackie College — Hopkinsville\*\*  
4001 Fort Campbell Boulevard  
Hopkinsville, KY 42240  
270-866-1302

Brown Mackie College — Northern  
Kentucky (Fort Mitchell, KY)  
309 Buttermilk Pike  
Fort Mitchell, KY 41017  
859-341-5627

Brown Mackie College — Albuquerque  
10500 Copper Avenue NE  
Albuquerque, NM 87123  
505-559-5200

Brown Mackie College — Indianapolis\*  
1200 N. Meridian Street, Suite 100  
Indianapolis, IN 46204  
317-554-8300

Brown Mackie College — Phoenix  
13430 N. Black Canyon Hwy, Suite 190  
Phoenix, AZ 85029  
602-337-3044

Brown Mackie College — Atlanta  
4370 Peachtree Road N.E.  
Atlanta, GA 30319  
404-7994500

Brown Mackie College — Kansas City  
(Lenexa, KS)  
9705 Lenexa Dr.  
Lenexa, KS 66215  
913-768-1900

Brown Mackie College — Salina  
2106 South 9th Street  
Salina, KS 67401  
785-825-5422

Brown Mackie College — Birmingham  
105 Vulcan Road  
Birmingham, AL 35209

Brown Mackie College — Louisville  
3605 Fern Valley Road  
Louisville, KY 40219  
502-968-7191

Brown Mackie College — South Bend\*  
3454 Douglas Road  
South Bend, IN 46635  
574-237-0774

Brown Mackie College — Boise  
9050 W. Overland Road, Suite 100  
Boise, ID 83709  
208-321-8800

Brown Mackie College — Merrillville\*  
1000 East 80th Place, Suite 205S  
Merrillville, IN 46410  
219-769-3321

Brown Mackie college — St. Louis  
#2 Soccer Park Road  
Fenton, MO 63026  
6366513290

Brown Mackie College — Cincinnati  
1011 Glendale-Milford Road  
Cincinnati, OH 45215  
513-771-2424

Brown Mackie College — Miami  
1501 Biscayne Boulevard  
Miami, FL 33132  
305-341-6600

Brown Mackie College — Tucson  
4585 East Speedway Boulevard  
Suite 204  
Tucson, AZ 85712  
520-319-3300

Brown Mackie College — Findlay  
1700 Fostoria Avenue, Suite 100  
Findlay, OH 45840  
419-423-2211

Brown Mackie College — Michigan City\*  
325 East U.S. Highway 20  
Michigan City, IN 46360  
219-877-3100

Brown Mackie College — Tulsa  
4608 South Garnett, Suite 110  
Tulsa, OK 74146  
918-628-3700

Brown Mackie College — Fort Wayne\*  
3000 East Coliseum Boulevard  
Ft. Wayne, IN 46805  
260-484-4400

Brown Mackie College — Quad Cities  
2119 East Kimberly Road  
Bettendorf, IA 52722  
563-344-1500

Brown Mackie College — Greenville  
Two Liberty Square  
75 Beattie Place, Suite 100  
Greenville, SC 29601  
864-239-5301

Brown Mackie College — North Canton  
4300 Munson St NW  
Canton, OH 44718-3674  
330-494-1214

\* This institution is regulated by The Indiana Commission on Proprietary Education, 302 West Washington Street, Indianapolis, Indiana 46204 (1.800.227.5695 or 317.232.1320).

\*\* Brown Mackie College — Hopkinsville is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission (Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243, 1-615-741-6230).

## OWNERSHIP

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Brown Mackie College — Quad Cities is part of American Education Centers, Inc., 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 — Quad Cities is a branch campus of Brown Mackie College — Cincinnati,.

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

John R. McKernan, Jr.

*Chairman, Education Management Corporation*

Todd S. Nelson

*Chief Executive Officer, Education Management Corporation*

Mick J. Beekhuizen

*Vice President, Goldman Sachs & Co.*

Samuel C. Cowley

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

Adrian M. Jones

*Managing Director, Goldman Sachs & Co.*

Jeffery T. Leeds

*President and co-founder of Leeds Equity Partners*

Leo F. Mullin

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

Michael K. Powell

*Senior Advisor to Providence Equity Partners and Chairman, MK Powell Group*

Paul J. Salem

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

Peter O. Wilde

*Managing Director, Providence Equity Partners*

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

John R. McKernan, Jr.

*Chairman, Education Management Corporation*

Todd S. Nelson

*Chief Executive Officer, Education Management Corporation*

Edward West

*President and Chief Financial Officer, Education Management Corporation*

## ADMINISTRATION

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A current listing of the College's administration is provided in the *Bulletin to the 2010 – 2011 Academic Catalog*.

# ACCREDITATION AND AFFILIATIONS

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## **Institutional Accreditation**

Brown Mackie College — Quad Cities is accredited by the Accrediting Council for Independent Colleges and Schools to award associate's degrees and diplomas. Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the U.S. 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.

## **State Licensure**

Brown Mackie College – Quad Cities is approved and registered by the Iowa College Student Aid Commission (ICSAC) under the authority of Chapters 261 and 261B of the Iowa Code (200 10<sup>th</sup> Street, 4<sup>th</sup> Floor, Des Moines, IA 50309-3609, 1.877.272.4456, <http://www.iowacollegeaid.gov/>)

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

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

# ADMISSION

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## General Admission Requirements

Each applicant for admission is assigned an Assistant Director of Admissions who directs the applicant through the steps of the admissions process, providing information on curriculum, policies, procedures, and services, and assisting the applicant in setting necessary appointments and interviews. To qualify for admission, applicants must be a graduate of a U.S. public or private high school (or its non-US equivalent) or a correspondence school or education center that is accredited by an agency that is recognized by the U.S. government 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 disbursed until verification of graduation or completion has been received by the College.

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

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

## Orientation

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

## Transfer Credits

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

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

The College does not imply, promise, or guarantee that credits earned 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.

## **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<sup>®</sup> (CLEP)<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup>-validated life experience option.

## **Credits Earned at the College**

Credits earned at any Brown Mackie College school are acceptable at all locations, 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 Academic 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 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 cumulative grade point average (CGPA); however, they do count in determining the program's 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 College is not authorized under federal law to admit nonimmigrant students.

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

# ACADEMIC CALENDAR: 2010

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## 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	March 26

## 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	April 30
	May	New Student Orientation	
Classes Begin		Monday	May 3
Final Examinations		Thursday or Friday	May 27, 28
Classes End		Friday	May 28
June		New Student Orientation	
	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 30

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 CALENDAR: 2011

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

### WINTER QUARTER

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

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

### SPRING QUARTER

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

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

### SUMMER QUARTER

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

September	New Student Orientation		Week of August 21
	Classes Begin	Monday	August 29
	Labor Day Recess	Monday	September 5
	Final Examinations		Week of September 18
	Classes End	Saturday	September 24

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

*FALL QUARTER*

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

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

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

# ACADEMIC INFORMATION

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## **Programs Offered**

The Associate of Science Degree is awarded in:

**Accounting Technology**

**Business Management**

**Criminal Justice**

**Healthcare Administration**

**Information Technology**

**Medical Assisting**

**Paralegal**

In addition to the above associate's programs, the College offers the following diploma programs:

**Accounting**

**Business**

**Medical Assistant**

**Medical Coding and Billing**

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

## **Externship Requirement**

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

## *Associate of 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.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II .....	4
AC 1013 Principles of Accounting III.....	4
AC 1710 Payroll Management .....	4
AC 2015 Computerized Accounting Systems .....	4
AC 2210 Tax Accounting.....	4
AC 2900 Accounting Externship.....	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law I.....	4
BA 2600 Principles of Finance.....	4
CM 1800 Ethics.....	4
MC 2012 Advanced Spreadsheets.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BI 1850 Environmental Science*.....	4
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking* .....	4
EC 2050 Principles of Macroeconomics* .....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II* .....	4
EN 1200 Business Communication .....	4
EN 2000 Introduction to Literature* .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MT 1800 College Algebra* .....	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology* .....	4
<b>Total quarter credit hours required</b>	<b>96</b>

\* 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

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
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 I .....	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 2900 Business Externship .....	4
MC 2012 Advanced Spreadsheets.....	4
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BI 1850 Environmental Science* .....	4
CF 1100 Professional Development .....	4
CM 1200 Effective Public Speaking* .....	4
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
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total quarter credit hours required</b>	<b>96</b>

\* Indicates a general education course

## ***Associate of 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.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
CJ 1150 Introduction to Criminal Justice.....	4
CJ 1550 Criminal Investigation and Police Procedure.....	4
CJ 1650 Correctional Systems and Practices .....	4
CJ 1750 Introduction to Criminology.....	4
CJ 1950 Report Writing .....	4
CJ 2150 Criminal Procedure .....	4
CJ 2250 Juvenile Justice .....	4
CJ 2350 Research Methods .....	4
CJ 2900 Criminal Justice Externship .....	4
GV 1160 The American Judicial System.....	4
MC 2010 Advanced Word Processing .....	4
PL 1830 Criminal Law.....	4

<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BI 1850 Environmental Science*.....	4
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking* .....	4
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
MT 1800 College Algebra *.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4

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

*\*Indicates a general education course.*

## ***Associate of Science: HEALTHCARE 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.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
BA 1000 Introduction to Business .....	4
BA 1250 Human Resources .....	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
ME 1110 Medical Terminology .....	4
ME 1215 Professionalism & Communication in a Health Care Setting .....	4
ME 1500 Medical Administrative Practices .....	4
ME 1560 Computerized Diagnostic Coding .....	4
ME 1570 Computerized Procedural Coding .....	4
ME 1580 Medical Insurance Processes .....	4
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<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
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 2012 Advanced Spreadsheets .....	4
MT 1800 College Algebra*.....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
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<b>Total quarter credit hours required</b>	<b>96</b>

\* Indicates a general education course

## ***Associate of Science: INFORMATION TECHNOLOGY***

The Information Technology program enables graduates to attain entry-level skill in business IT infrastructure design and development. The IT graduate is prepared for entry-level positions such as a support specialist, help desk, or software trainer. The program includes general education, business and technical courses in order to produce a well-rounded graduate capable of contributing and advancing successfully in a technology-enabled business environment.

Graduates of the program will be able to:

- Understand the relationship between business and information technology.
- Identify, address and communicate planned technological solutions to business problems.
- Provide support and training for technology implementation and maintenance.
- Perform as ethical professionals in the field of study, exhibiting sound reasoning and effective communication in an increasingly diverse world.

<b>Concentration</b>	<b>48 Credit Hours</b>
BA 1000 Introduction to Business.....	4
CIT 1800 Network Security and Firewalls.....	4
ET 2201 Computer Repair: Systems and Software.....	4
ET 2202 Computer Repair: Hardware Applications.....	4
IT 1100 Fundamentals of Information Technology.....	4
IT 1150 Principles of Logic and Problem Solving.....	4
IT 1200 Fundamentals of Web-based Systems.....	4
IT 1300 Networking Fundamentals.....	4
IT 1400 Ergonomics and End User Support.....	4
IT 2000 Fundamentals of Task Analysis and Project Management.....	4
IT 2900 Information Technology Externship.....	4
MC 2012 Advanced Spreadsheets.....	4

<b>Core Curriculum</b>	<b>48 Credit Hours</b>
BI 1850 Environmental Science *.....	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
MC 1150 Introduction to Microcomputer Applications.....	4
MT 1800 College Algebra *.....	4
PS 1200 Principles of Psychology*.....	4
SO 1200 Principles of Sociology*.....	4

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

*\* Indicates a general education course.*

## ***Associate of 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.

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
BA 1250 Human Resources .....	4
CM 2500 Medical Ethics .....	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
<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
CF 1100 Professional Development .....	4
CM 1200 Effective Public Speaking* .....	4
EN 1101 Composition I* .....	4
EN 1102 Composition II* .....	4
EN 1200 Business Communications .....	4
EN 2000 Introduction to Literature* .....	4
GV 1150 American Constitutional Law .....	4
MC 1150 Introduction to Microcomputer Applications .....	4
MC 2012 Advanced Spreadsheets.....	4
MT 1800 College Algebra* .....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
<b>Total quarter credit hours required</b>	<b>96</b>

\* Indicates a general education course

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

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

Graduates of the program will be able to:

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

<b>Concentration</b>	<b>48 Quarter Credit Hours</b>
BA 1140 Business Law I .....	4
CJ 2150 Criminal Procedure .....	4
GV 1160 The American Judicial System.....	4
MC 2010 Advanced Word Processing .....	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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<b>Core Curriculum</b>	<b>48 Quarter Credit Hours</b>
BI 1850 Environmental Science *.....	4
CF 1100 Professional Development.....	4
CM 1200 Effective Public Speaking* .....	4
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
MT 1800 College Algebra* .....	4
PS 1200 Principles of Psychology* .....	4
SO 1200 Principles of Sociology* .....	4
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<b>Total quarter credit hours required</b>	<b>96</b>

\* Indicates a general education course

## ***Diploma: ACCOUNTING***

The Accounting program prepares students for entry-level employment in such positions as bookkeeper, payroll assistant, billing assistant, or accounting clerk. The program provides coursework in accounting principles, computerized accounting, and supporting microcomputer applications, as well as business communication.

Graduates of the program will be able to:

- Apply the fundamental principles of accounting to workplace problems.
- Employ the vocabulary, generally accepted accounting and business applications.
- Operate computerized accounting systems to address accounting and business requirements.
- Prepare, maintain, interpret, and analyze basic financial statements, and apply the relationship of these statements to the accounting equation.
- Demonstrate proficiencies in word processing and electronic spreadsheets.
- Develop skills appropriate to accounting in various business settings.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
AC 1012 Principles of Accounting II .....	4
AC 1710 Payroll Management .....	4
AC 2015 Computerized Accounting Systems .....	4
BA 1140 Business Law I .....	4
CF 1100 Professional Development.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 2012 Advanced Spreadsheets .....	4
MT 1800 College Algebra.....	4
PS 1200 Principles of Psychology .....	4
<b>Total quarter credit hours required</b>	<b>48</b>

## ***Diploma: BUSINESS***

The Business program provides knowledge and skills needed for entry-level employment in management. The program provides coursework in accounting principles, business principles, business communication, and supporting microcomputer applications.

Graduates of the program will be able to:

- Apply the principles and theories in accounting, business management, business law, and marketing to workplace applications.
- Employ the vocabulary, generally accepted business principles, and procedures associated with the profession.
- Demonstrate proficiencies in word processing and electronic spreadsheets.
- Apply fundamental computer skills for various business environments.
- Develop skills for appropriate business administration and management in various business settings.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
AC 1011 Principles of Accounting I.....	4
BA 1000 Introduction to Business.....	4
BA 1140 Business Law I.....	4
BA 1250 Human Resources.....	4
BA 1300 Small Business Management .....	4
BA 2220 Marketing and Advertising.....	4
BA 2600 Principles of Finance.....	4
CF 1100 Professional Development.....	4
CM 1800 Ethics.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 2012 Advanced Spreadsheets .....	4
<b>Total quarter credit hours required</b>	<b>48</b>

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

The Medical Assistant diploma program provides basic skills necessary to obtain entry-level employment in a clinical and/or administrative medical setting. Clinical training includes phlebotomy, specimen collecting and testing, medications, first aid, CPR, and the use and maintenance of laboratory equipment. Administrative training includes customer service, data entry, records maintenance, and medical insurance. The program prepares graduates for positions under the direct supervision of a physician or medical office manager. In the final quarter, the student is enrolled in an externship which provides an opportunity for the application of skills acquired through the program. Externship sites include clinics, physicians' offices, and other appropriate professional environments.

Graduates of the program will be able to:

- Apply the entry-level competencies for the medical assistant for RMA and/or CMA certification.
- Demonstrate ability to perform appropriate skills in clinical and laboratory theory and procedures.
- Utilize critical thinking skills in patient medical assistance relationships with regards to communication, legal concepts, patient instruction, and general office operational functions.
- Comprehend fundamental processing in problem-solving in the medical field.
- Develop skills for required clinical applications and front office duties.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
CF 1100 Professional Development.....	4
EN 1200 Business Communications .....	4
MC 1150 Introduction to Microcomputer Applications.....	4
MC 2010 Advanced Spreadsheets .....	4
ME 1110 Medical Terminology .....	4
ME 1351 Anatomy & Physiology I.....	4
ME 1351 Anatomy & Physiology II.....	4
ME 1500 Medical Administrative Practices .....	4
ME 1850 Clinical Procedures I.....	4
ME 1860 Clinical Procedures II.....	4
PH 1301 Pharmacy I.....	4
PS 1200 Principles of Psychology .....	4
<b>Total quarter credit hours required</b>	<b>48</b>

## ***Diploma: MEDICAL CODING & BILLING***

The diploma program in Medical Coding and Billing provides students with the skills necessary to seek entry-level employment in the medical business office setting. The program prepares students 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:

- Use standard resources for accurately coding human diagnoses and medical procedures for insurance and reimbursement purposes.
- Apply learning to the functional role of an insurance coder and biller in a healthcare setting.
- Perform as ethical professionals in the field of study, able to exhibit sound reasoning and effective communication in an increasingly diverse world.

<b>Course Requirements</b>	<b>48 Quarter Credit Hours</b>
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 1500 Medical Administrative Practices .....	4
ME 1560 Computerized Diagnostic Coding .....	4
ME 1570 Computerized Procedural Coding .....	4
ME 1580 Medical Insurance Processes.....	4
HC 1000 Introduction to Health Care Services .....	4
HC 1361 Human Diseases .....	4
HC 1400 Managing Health Care Information .....	4
<b>Total quarter credit hours required</b>	<b>48</b>

## 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. Such courses often have a stated prerequisite to indicate the preparation required for successful completion of these courses.

Each course number is preceded by an alphabetical prefix which designates the academic area or discipline, to which the course belongs: Accounting (AC), Business Administration (BA), Biology (BI), Career Foundations (CF), Computer Information Technology (CIT), Communications (CM), Criminal Justice (CJ), Economics (EC), English (EN,ENG), Government (GV), Healthcare (HC and HCA), Information Technology (IT), Microcomputer Applications (MC), Medical Education (ME), Mathematics (MT,MTH), Pharmacy (PH), Paralegal (PL), Psychology (PS), Sociology (SO).

**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 I** (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*

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

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

*Prerequisites: None*

**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*

**CIT 1800 Network Security and Firewalls** (4 quarter credit hours)

This course focuses on identifying security risks and security planning with emphasis on designing Windows security solutions. The course also covers securing network resources, services, communications, remote access users, and designing a secure access to the Internet.

*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 1750 Introduction to Criminology** (4 quarter credit hours)

This course provides an introduction to the field of criminology by reviewing the historical aspects of the study of crime and criminals. The theoretical causes of crime and criminality and society's response to crime are examined. Learners are introduced to the sociological, biological, and psychological schools of criminological thought. Topics include crime statistics and the social and legal mechanisms utilized to address criminal activity and the individual criminal.

*Prerequisites: None*

**CJ 1950 Report Writing** (4 quarter credit hours)

Students will be introduced to the methods and styles of report writing and professional communication in the criminal justice system. The course also examines interviewing and note taking techniques that are related to the filing of reports in criminal justice.

*Prerequisite: EN1101*

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

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

*Prerequisites: None*

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

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

*Prerequisites: None*

**CJ 2350 Research Methods** (4 quarter credit hours)

This course introduces the student to research methodology and statistical analysis utilized in the criminal justice system. Critical analysis of empirical research, assessment of validity, statistical measures of significance, and measures of association are examined.

*Prerequisite: MT 1800, MC 1150*

**CJ 2900 Criminal Justice Externship** (4 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

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

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

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

*Prerequisites: None*

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

This course introduces the student to moral principles and helps them to identify and become sensitized to controversial issues and ethical problems likely to develop in the workplace. The course examines 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 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: MT 1800*

**ENG 0050 Fundamentals of English** (4 quarter credit hours)

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

*Prerequisites: Placement through initial academic 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*

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

This course develops an understanding of operating systems, system requirements, installation, configuration, basic networking, communications, and troubleshooting.

*Prerequisites: MC 1150*

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

This course examines basic computer hardware, including power supplies, form factors, CPU's and computer memory. Students will become competent in the use of the command line interface, storage devices, printers, system resources, monitors, video cards, and safety procedures.

*Prerequisites: MC 1150*

**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*

**GV 1160 The American Judicial System** (4 quarter credit hours)

This course is an introduction to the nature of the judiciary and the court system and the major functions of substantive and procedural law in modern society. Students will learn the general structure of the U.S. court system at the federal, state, and local levels. Also studied are the roles of the various officials involved in the court system and the functions and procedures related to trial courts and appellate courts.

*Prerequisite: None*

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

This course explains how the nation's healthcare 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 filling, 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 other course requirements or departmental approval*

**IT 1100 Fundamentals of Information Technology** (4 quarter credit hours)

The student will explore Information Technology covering pervasive IT themes, the history of IT, organizational issues and the relationship of IT to other disciplines with an emphasis on business.

*Prerequisites: ET 2201, ET 2202*

**IT 1150 Principles of Logic and Problem Solving** (4 quarter credit hours)

This course is an introduction to the basics of logical problem solving using a computer programming language. This course introduces data structures, programming structures, object-orientation, algorithms and event-driven programming as solutions to common business problems.

*Prerequisites: None*

**IT 1200 Fundamentals of Web-based Systems** (4 quarter credit hours)

This course is an introduction to Internet technologies and systems, searching the Internet, communications, Internet security, creating a Web site (including an introduction to HTML), e-business, and site administration.

*Prerequisites: None*

**IT 1300 Networking Fundamentals** (4 quarter credit hours)

The student acquires a working knowledge of general computer networking. Topics include network topologies, packet switching, hubs, routers and routing, switches and network protocols.

*Prerequisites: None*

**IT 1400 Ergonomics and End User Support** (4 quarter credit hours)

The student is introduced to the theory of human-computer interaction with an emphasis on end-user support. Topics include ergonomics, human behavioral factors, and computer-user training.

*Prerequisites: ET 2201, ET 2202*

**IT 2000 Fundamentals of Task Analysis and Project Management** (4 quarter credit hours)

This course is an overview of project management and team-oriented concepts; including task organization, allocation of time, scheduling, organizational process analysis and management, and the utilization of project management software.

*Prerequisites: BA 1000, IT 1400*

**IT 2900 Information Technology Externship** (4 quarter credit hours)

Students are assigned to work in a professional environment appropriate for the application of skills learned in the curriculum, thus gaining practical experience in the skills acquired. The externship requires 120 hours.

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

**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 2010 Advanced Word Processing** (4 quarter credit hours)

Students will learn how to work with multiple page documents, create and modify tables, import and edit graphic designs, desktop publishing and mail merge. Students will also become familiar with automating a variety of documents and templates used in business.

*Prerequisite: MC 1150*

**MC 2012 Advanced Spreadsheets** (4 quarter credit hours)

This course provides an introduction to currently popular application software that produces an electronic spreadsheet. Sheet layout, arithmetic functions, report generation, formulas, formatting commands, and graphic representation of data are covered. The successful student acquires the skills needed to pass a core level proficiency examination.

*Prerequisite: MC 1150*

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

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

*Prerequisites: None*

**ME 1215 Professionalism & 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 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 1540 Medical Insurance Processes**

Students will be introduced to basic concepts related to health insurance and reimbursement. The student will become familiar with the medical health insurance industry, billing practices, processing procedures, and regulatory issues. The differences in reimbursement methodologies will be examined. The student will gain knowledge of insurance processing in the private and governmental sectors. The student will learn principles of medical billing as related to claim form preparation, submission and payment reimbursement.

*Prerequisites: ME 1560, ME 1570*

**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 1351*

**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: None*

**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 1351*

**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 1351*

**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*

**MTH 0050 Fundamentals of Math** (4 quarter credit hours)

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

*Prerequisites: Placement through initial academic assessment*

**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: MT0955 or placement through initial academic assessment*

**PH 1301 Pharmacy I** (4 quarter credit hours)

This course will provide the fundamentals of pharmacology including drug classification, brand, and generic drug nomenclature, common drug therapy associated with various disease states, drug indications, side effects, and parameters for safe drug usage. Also topics will include but are not limited to medication dosage forms, routes of administration, abbreviations, interpreting medication orders and drug information resources.

*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 legal writing 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: PL1123*

**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: PL1123*

**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: PL1123*

**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: PL1123*

**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: None*

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

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

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

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

A study of the scientific basis of human 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*

# **ACADEMIC RESOURCES, POLICIES, AND PROCEDURES**

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## **Initial Academic Assessment**

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

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

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

## **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 incremental 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.

## **Reenrollment Policy**

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

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

## **Academic Integrity**

Students are required to conduct themselves in conformity with normal expectations of collegiate academic integrity in 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 library, and students are encouraged to become familiar with the available resources as early as possible. The library also provides students with a quiet and pleasant environment for study and recreational reading.

### **Admission to Classes**

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

### **Incompletes**

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

### **Independent Study**

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

### **Repeated Courses**

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

A student enrolled in an allied health program (Medical Assisting) may be withdrawn from that program if he or she requires more than two attempts to successfully complete a course in Biology (BI) or Medical Education (ME). 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; 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:

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

## 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 courses that have the following designations BI, HC, ME, and PH, 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.

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

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

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

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

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

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

## Graduation

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

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

## Transferability of College Credits

Brown Mackie College – Quad Cities is approved and registered by the Iowa College Student Aid Commission (ICSAC) under the authority of Chapters 261 and 261B of the Iowa Code (200 10<sup>th</sup> Street, 4<sup>th</sup> Floor, Des Moines, IA 50309-3609, 1.877.272.4456, <http://www.iowacollegeaid.gov/>)

Brown Mackie College – Quad Cities is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. 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. Telephone: 202.336.6780.

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 goal of the College is to help you prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by the College 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 the College 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 the College may be transferable into that school's program.

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

# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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## Undergraduate Satisfactory Academic Progress Policy and Procedures

### *Introductory Summary*

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

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

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

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

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

The Satisfactory Academic Progress Policy contains the following sections:

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

The College has the right to modify the Satisfactory Academic Progress Policy. Modification will be published in the catalog bulletin.

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

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

### *a) Term Honor Designation*

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

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

### *b) Honor Designation at Graduation*

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

## II. Minimum Standards for Academic Progress

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### *h) Maximum Allowable Timeframe*

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

Examples:

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

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

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

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

#### *a) Academic Probation*

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

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

#### *b) Academic Dismissal*

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

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

c) *Academic Dismissal*

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

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

d) *Academic Dismissal*

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

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

e) *Academic Dismissal*

A student enrolled in an associate's degree program will be academically dismissed for any of the following conditions:

1. CGPA below 1.0 based on 24 credits attempted.
2. CGPA below 1.5 based on 48 credits attempted.
3. CGPA below 2.0 based on 72 credits attempted and every 24 credits attempted thereafter.
4. ICR below 60% of the cumulative attempted course credits at the end of six months.
5. ICR below 66.67% of the cumulative attempted course credits at the end of 18 months every six months thereafter.
6. ICR below 66.67% of the cumulative attempted course credits at the end of 24 months every six months thereafter.
7. 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 of academic affairs or the appeals 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 computed credit hours. Most Brown Mackie College schools use a 4.0 scale in assigning grade points.

### *b) Transitional Studies Courses*

Based on the results of initial academic assessment, student 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, 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 system school must appeal his/her dismissal at the originating school and receive reinstatement prior to the transfer.

## **FACULTY**

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A current listing of the College's faculty is provided in the *Bulletin to the 2010-2011 Academic Catalog*.

# STUDENT SERVICES AND REGULATIONS

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## **Tutoring**

The College 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 the College. 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**

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

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

- Understand that the College 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.

According to regulations published by the Department of Education the retention rates of certificate or degree seeking first time, undergraduate students must be made available to all enrolled students and prospective students. You may obtain this information in the Admissions Office.

According to regulations published by the Department of Education student body diversity, including the percentage of enrolled, full-time students is available through the Admissions Office.

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

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

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

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the 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*

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

1. To College officials who have been determined by the school to have legitimate educational interests in the records. A College official is:
  - a. a person employed by the college 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 purposes of the tuition reimbursement plan; or

- b. a person employed by or under contract to the college 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 College official.

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

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another 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 college 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 College, 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 college governing the use or possession of alcohol or a controlled substance if the college 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 the College will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

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

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

#### *IV. Directory Information*

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

1. Student's name
2. Address: local, email, and 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 the College to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, Brown Mackie College — Quad Cities, 2119 East Kimberly Road, Bettendorf, IA 52722. 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. The College may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the College. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.

6. If, as a result of the hearing, the College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the College.
7. If a statement is placed in the education records of a student under paragraph six above, the College will:
  - (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
  - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

#### *VI. Student Right to File Complaint*

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

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

#### **College Store**

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 College store entrance.

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

##### *Drug-Free Workplace and College*

The use of illegal drugs and the abuse of alcohol at the College or in facilities controlled by the College are prohibited by college regulations and are incompatible with the College goal of providing a healthy educational environment for students, faculty, staff, and guests. The following information is provided in compliance with the 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 the College has adopted this program to ensure a drug-free college and workplace and to prevent the use of controlled substances and the abuse of alcohol.

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

### **Short-Term Risks**

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

### **Long-Term Risks**

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus, or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males, testicular atrophy and breast enlargement
- In females, increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10 to 12 years

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

### **Amphetamines (Speed, Uppers)**

- Malnutrition
- Hallucinations
- Dependence, psychological, and sometimes physical

### **Deliriants (Aerosols, Lighter Fluid, Paint Thinner)**

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

### **Depressants (Barbiturates, Tranquilizers, Methaqualone)**

- Confusion, depression, loss of coordination
- Dependence — physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

### **Hallucinogens (LSD, PCP, DMT, STP, Mescaline)**

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

### **Intravenous Drug Use**

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

### **Marijuana and Hashish**

- Chronic bronchitis
- Decreased vital capacity

- Increased risk of lung cancer
- In men, lower levels of testosterone and increase in abnormal sperm count

**Stimulants (Cocaine)**

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

**Narcotics (Heroin, Morphine, Codeine, Opium)**

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

*Sanctions*

**The College Sanctions**

The College, in all of its actions, seeks to uphold local, state, and federal laws. Insofar as permitted by these laws, the College will apply sanctions that could lead to a student being fined, suspended, or expelled or an employee being disciplined, suspended, or dismissed for violation of the College standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student’s or employee’s expense, if necessary.

**State and Federal Sanctions**

**Iowa Law**

**Drug-Related Offenses and Penalties**

<b>Criminal Sanctions</b>	
<b>IOWA</b>	
First offense—marijuana	Serious misdemeanor, punishable by imprisonment in county jail for up to 6 months, a fine of up to \$1,000, or both
First offense—amphetamines/methamphetamines	Serious misdemeanor, punishable by imprisonment for up to 1 year, and/or a fine of \$315-\$1,875
First offense—other controlled substance	Serious misdemeanor, punishable by imprisonment for up to 1 year, and/or a fine of \$315-\$1,875
Second offense—marijuana	Serious misdemeanor, punishable by imprisonment for up to 1 year, and/or a fine of \$315-\$1,875
Second offense—other controlled substance	Aggravated misdemeanor, punishable by imprisonment for up to 2 years, and/or a fine of \$625-\$6,250
Third or subsequent offense—marijuana	Aggravated misdemeanor, punishable by imprisonment for up to 2 years, and/or a fine of \$625-\$6,250
Third or subsequent offense—other controlled substance	Class D felony, punishable by imprisonment for up to 5 years, and/or a fine of \$750-\$7,500

**Distribution, Manufacture, or Possession with Intent to Distribute or Manufacture**

- the manufacture of a controlled substance,
- the distribution of a controlled substance,
- the possession of a controlled substance with the intent to distribute it,
- the possession of a controlled substance with the intent to manufacture another controlled substance, and
- entering into a common scheme or design with, or conspiring with, one or more other persons to do any of the foregoing acts.

<b>Criminal Penalties</b>
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Iowa
All of the foregoing acts are felonies under Iowa law, and depending on the type and amount of controlled substance involved, can result in imprisonment for up to 50 years and a fine of up to \$1,000,000, and in the case of methamphetamine, life imprisonment. (For more detailed information, see Iowa Code chapters 124 and 902, at <a href="http://www.legis.state.ia.us/IACODE/">http://www.legis.state.ia.us/IACODE/.</a> )

### Alcohol-Related Offenses and Penalties

#### Underage Consumption or Possession of Alcohol

Criminal Sanctions	
First offense	Simple misdemeanor, \$200 fine
Second offense	Simple misdemeanor, \$500 fine, plus <ul style="list-style-type: none"> <li>• Completion of a substance abuse evaluation, or</li> <li>• Suspension of driver’s license for up to 1 year</li> </ul>
Third or subsequent offense	Simple misdemeanor, \$500 fine, plus suspension of driver’s license for up to 1 year.

### Federal

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, and CAP grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the College need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

#### *Danger Signals Indicating a Drug or Alcohol Problem*

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- Abrupt changes in mood or attitude
- Decreased efficiency at work or at school

- Frequent absences, tardiness, and/or early departures
- Relationship problems with family, friends, and co-workers
- Unusual outbursts of anger and hostility
- Social withdrawal

### *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.

### *Quad Cities Area Resources*

These organizations may be contacted for help.

Tri-County Alcohol and Drug Services LLC  
926 15<sup>th</sup> Avenue  
East Moline, Ill 61244  
(309) 752-9740

River Bend Christian Counseling Inc.  
111 19<sup>th</sup> Avenue  
Moline, Il 61265  
(309) 757-0300

Abbey  
1401 Central Avenue  
Bettendorf, IA 52722  
(563) 355-0047

Genesis Multiple Addiction Recovery Ctr.  
West Central Park at Marquette  
Davenport, Iowa 52804  
(563) 421-2911

New Life Outpatient Center Inc.  
Paul revere Square Suite 200 North  
2322 East Kimberly Road  
Davenport, IA 52807  
(563) 355-0055

Family Counseling and Psychology Center  
303 18<sup>th</sup> Street  
Rock Island, Il 61201  
(309) 788-6374

Center for Alcohol and Drug Services  
1519 East Locust Street  
Davenport, IA 52803  
(563) 326-4115

Psychological Services Inc.  
4324 7<sup>th</sup> Street  
Moline, Il 61265  
(309) 757-9000

Rock Island County Council on Addiction  
1607 John Deere Expressway  
East Moline, IL 61244  
(309) 792-0292

Center for Alcohol and drug Services  
1523 South Fairmount Street  
Davenport, IA 52802  
(563) 322-2667

Call for meeting times and locations.

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

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## I. Student Conduct Policy

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the College, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the College 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 College 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 abuse and threats to damage or destroy school property or the property of other students or school 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 in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation.
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 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 College 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 the College's faculty, staff, student, may file a complaint against any student for misconduct or for otherwise being in violation of the College 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, the College 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 the College 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 the College.

#### *Procedures Regarding Student Dismissals*

When the Administration proposes to dismiss/expel a student from the College, 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 her 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 The College 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 the College
- The hearing officer shall provide the STUDENT with a copy of the determination, including information regarding the student's right of appeal there from.

### *Interim Suspension*

The College may immediately remove or suspend a student from school and/or school-sponsored housing without applying or exhausting these procedures when, in the College's sole judgment, the student poses a threat of harm to himself, to others, or to property of the College or a member of the College.

During the interim suspension, students shall be denied access to school-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the dean of academic affairs or designee may determine to be appropriate.

### *Student Involvement in Conduct Proceedings*

At the discretion of the president, dean of academic affairs or his/her delegate, students of the College may participate in the adjudication of disciplinary proceedings including hearings and appeals.

### *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 College 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. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

### *Search of Students' Property*

The College reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of The College's 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**

The College may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

<b>Warning</b>	A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
<b>Probation</b>	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.

<b>Suspension</b>	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.
<b>Expulsion</b>	The student will be expelled from the College 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.
<b>Restitution</b>	Compensation for loss or damage to property leased, owned, or controlled by the school. This may take the form of monetary or material replacement.
<b>Discretionary Sanctions</b>	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 the College 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, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision.
- The student must write a letter of appeal in the student's own words, addressed to the president of the College or his/her delegate. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to the College 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 the College students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at the College. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy 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**

The College is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

#### *Definition of Sexual Harassment*

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The College prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

#### *Other Forms of Harassment*

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

#### *Complaint Procedure*

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment or Discrimination. Promptly after learning of such alleged conduct, the College will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, the College will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

## **Complaint 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:

<b>Faculty</b>	Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.)
<b>Department Chair/Program Administrator</b>	Unresolved academic issues pertaining to the student's program (as program objectives, curriculum, graduation requirements, licensure examinations, faculty, etc.)
<b>Academic Affairs Office</b>	Unresolved issues pertaining to faculty, curriculum, grades, attendance, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues which may impact the student's education
<b>Office of the Registrar</b>	Resolution of issues involving course scheduling and obtaining transcripts
<b>Student Financial Services Office</b>	Resolution of issues involving loans, grants, deferments, verification, federal funding, and consequences of withdrawal
<b>Student Accounting Office</b>	Resolution of issues involving the status of the student's account and issues of billing (as monthly payments, book returns, financial arrangements, fees, etc.)
<b>Office of Career Services</b>	Full-time and part-time employment assistance, employment correspondence, and related employment services
<b>Campus President</b>	Resolution of an issue in any area above which remains unresolved by the employee to whom the issue has been properly addressed

However, a student who believes that his or her complaint remains unsatisfactorily resolved by the College may refer the complaint to the appropriate office below:

Iowa College Student Aid Commission, 10<sup>th</sup> Street, 4<sup>th</sup> Floor, Des Moines, IA 50309-3609, 1.877.272.4456,  
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**

The College does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker or any other characteristic protected by state, local, or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the 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 College 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 non-academic matters with the dean of academic affairs or for academic matters with the dean of academic affairs. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. 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 College 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 at the College. 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 the College agree that any dispute or claim between you and the College (or any company affiliated with the College, or any of its officers, directors, trustees, employees, or agents) arising out of or relating to your Enrollment Agreement or, absent such agreement, your enrollment or attendance at the College, 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 the College'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 the College intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with the College, 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, the College will select one.

The College 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, the College 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 THE COLLEGE CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, 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 THE COLLEGE WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against 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, the College will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts, and witnesses, regardless of which party prevails, unless applicable law 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 the College. 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](http://www.jamsadr.com), 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://www.arb-forum.com), 800-474-2371.

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

# TUITION, FEES, AND REFUND POLICY

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

## **Tuition and Fees**

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

## **Refund Policy**

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

### *Return of Federal Title IV Aid*

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

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

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

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

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

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

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

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

### *Adjustment of Charges*

In accordance with 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 monies paid in advance shall be refunded. If the student is accepted and then cancels before classes begin, all tuition paid in advance shall be refunded.

Any student who begins classes and then withdraws prior to the end of any quarter will be will be obligated on the following bases. If the last date of attendance occurs:

- During the first week of the quarter, a refund of 90% of the quarter's tuition and fees.

- More than the first week of the quarter up to 25% of the quarter, a refund of 75% of the quarter's tuition and fees.
- More than 25% of the quarter up to 50% of the quarter, a refund of 50% of the quarter's tuition and fees.
- More than 50% of the quarter and up to 60% of the quarter, a refund of 40% of the quarter's tuition and fees.
- More than 60% of the quarter or thereafter, no refund.

As required by Iowa Code Section 714.23 (2)(a), if a student must withdraw due to physical incapacity or due to the transfer of the student spouse's employment to another city, the terminating student shall receive a refund of tuition up to the ending date of the term as follows:

- Up to 70% of the quarter = a refund of 30% of the quarter's tuition and fees.
- Up to 80% of the quarter = 20% refund of quarter's tuition and fees.
- Up to 90% of the quarter = 10% refund of quarter's tuition and fees.
- More than 90% of the quarter and up to 95% of the quarter = 5% refund of quarter's tuition and fees.
- Above 95% of the quarter, no refund.

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

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

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 three business days after midnight of the day on which the Enrollment Agreement was signed, but prior to attending class. The three days do not include Saturdays, Sundays, and federal holidays. When enrollment is cancelled, all money paid in advance to the College or its representative will be refunded to the applicant.

# **FINANCIAL ASSISTANCE PROGRAMS**

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The College maintains a full-time staff of financial aid professionals to assist qualified students in obtaining the financial assistance they require to meet their 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 Competitiveness Grant (ACG)**

The Academic Competitiveness Grant (ACG) was created by the Higher Education Reconciliation Act of 2005 (HERA) to provide aid to needy students and to promote broad-based rigor in high school studies and enrollment in college majors that are deemed in the national interest. This grant is for Pell Grant recipients who are U.S. citizens. The ACG is for full-time first- and second-year students who completed a rigorous program of study (as defined in the Department of Education regulations) in high school and who meet additional criteria. All criteria for this grant can be obtained through the Student Financial Services Office.

## **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 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.

## **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 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.

### **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.

### **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 The College between June and September immediately following their high school graduation. Applications for these scholarships can be obtained from the guidance departments of participating high schools. These applications must be completed and returned to the College by March 31. Those awarded scholarships will be notified by April 30. A list of participating high schools may be obtained from the campus Admissions Office.

### **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 Education Management Corporation system. The number and amount of the awards can vary depending on the funds available. Scholarship applications are considered every quarter. At the College, applicants must be currently enrolled in an associate's or bachelor's degree program and in their fourth quarter or higher (but no further than their second-to-last quarter) at the time of application. Awards are made based on academic performance and potential, as well as financial need.