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### CATALOG RIGHTS POLICY

The Institution must retain the flexibility to improve its curriculum; therefore, course offerings may be changed during a student’s education. If a course required under a previous catalog is no longer offered, a student eligible to graduate according to that catalog should consult his or her Dean to identify another course that may be used to fulfill the requirement. Course substitutions in the degree program are permitted only with the approval of the Dean. Furthermore, the institution reserves the right to make any changes in requirements it may consider necessary and desirable by due notice in the catalog. Substitutions for discontinued courses may be authorized or required by campus administration.

Students may graduate under the catalog in effect at the time of their initial enrollment or any succeeding catalog provided the catalog is not more than seven years old upon the completion of requirements for graduation. Students who have been gone from the institution for seven years or more must enter the institution under the catalog in effect at the time of re-entry.

A student’s transcript will reflect the course name, number, and credits that are in effect at the time the course is being taken by the student.

Information contained in this catalog is subject to change at the discretion of the College without prior notification.

In the event of any inconsistency between the information contained in this catalog and any other material, the information contained in the catalog (including any addenda) shall take precedence. The institution is not responsible for information or oral claims made by individuals that are contrary to the institution’s published materials. Most photos included in this catalog are stock photography and do not represent actual students except where noted.


For faculty information, please see addendum provided with this document.

I certify that this catalog is true and accurate in content and policy.

_________________________  __________________
Signature                   Date
Mission and Objectives

We are dedicated to helping our students graduate and get a much better job sooner. We focus on educating people for rewarding careers and enriching lives. Our goal is for students to achieve success in career-oriented programs and enhance their skills in critical thinking, communication, problem solving, and using technology culminating in satisfactory career placement or advancement in current employment. To fulfill this goal, the Institution will:

1. Provide a solid foundation of specific competencies that will enable students to acquire the skills required in their chosen occupation.

2. Provide students with education and knowledge to become competent members of their communities, enabling them to appreciate and successfully cope with the human relations problems encountered in the workplace.

3. Provide programs that include a variety of skills that will bring students to a fuller realization of the world in which they live and work, so that they will be capable of achieving a satisfactory and rewarding career and lifestyle.

4. Serve as a leader of higher education in each of our communities by incorporating suggestions and recommendations from knowledgeable representatives of the programs offered.

History

History of Stevens-Henager College

Stevens-Henager College was founded in West Haven (Ogden), Utah, in September 1891 by Professor J.A. Smith as the Intermountain Business College. The college’s purpose was to teach commercial subjects and place graduates in business positions. The college was known over the following 68 years as Smithsonian Business College, Moench University of Business, and Ogden/West Haven Business College. In 1959 the name was changed to Stevens-Henager College. The main campus is in West Haven (Ogden), and a branch, Independence University which is a fully online institution.
Campus Locations

Campus Locations – Stevens-Henager College

West Haven (Ogden) – Main
1890 South 1350 West
West Haven, UT 84401
Phone: (801) 622-1567 Fax: (801) 621-0853

Independence University – Branch
4021 South 700 East, Suite 400
Salt Lake City, UT 84107
Phone: (801) 290-3240 Fax: (801) 263-0345

Facilities

Facilities – Stevens-Henager College

West Haven (Ogden)

Stevens-Henager College’s main campus in West Haven (Ogden), Utah is a 33,000 square-foot, two-story, facility. The college has several computer laboratories, a medical lab, a surgical lab, a pharmacy lab, X-ray lab, three nurse labs, a library resource center, a conference center, a student lounge, and lecture classrooms. Wireless Internet access is available throughout the campus. The campus has an elevator, ramps for handicapped students, and ample parking. Located at 1890 South 1350 West in West Haven (Ogden), the facility is easily accessible from I-15 and 21st Street.

Stevens-Henager College in Layton, a satellite of the West Haven (Ogden) campus, is a 2,000-square-foot office suite located in the Davis North Medical Building among the separate medical facilities on the Davis Hospital campus. The campus is handicapped-accessible and is equipped with several medical labs and a large computer classroom. Internet access is available throughout the campus.

Accreditation

Accreditation – Stevens-Henager College

Stevens-Henager College® (SHC) is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. ACCSC is listed as a nationally recognized accrediting agency by the United States Department of Education under the provisions of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by the Department.

Stevens-Henager is approved by the Utah Department of Commerce, Division of Consumer Protection, and is exempt from registration with the Utah State Board of Regents, as allowed in section 53B-5-105-5.2e of the Utah Postsecondary Proprietary School Act, revised February 17, 2011. Stevens-Henager College campuses in Idaho are registered with the Idaho State Board of Education.

The Stevens-Henager College Associate Degree Nursing Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

The Surgical Technologist program at the West Haven (Ogden) campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST). ARC-ST is sponsored by the American College of Surgeons and the Association of Surgical Technologists. The Commission on Accreditation of Allied Health Education Programs: is located at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

Governmental Agencies

Governmental Agencies – Stevens-Henager College

The Rehabilitation Division of the State Department of Public Instruction in Utah recognizes Stevens-Henager College for vocational rehabilitation training by the respective state departments of education. Programs at Stevens-Henager College in Utah are approved for veterans’ benefits by the Utah State Approving Agency. All programs offered at Stevens-Henager College are approved for veterans’ training.

Legal Control

Center for Excellence in Higher Education, Inc., an Indiana nonprofit corporation, legally controls Stevens-Henager College for vocational rehabilitation training by the respective state departments of education. Programs at Stevens-Henager College in Utah are approved for veterans’ benefits by the Utah State Approving Agency. All programs offered at Stevens-Henager College are approved for veterans’ training.
Calendar

Students can generally begin classes at the Institution in any month of the year. The Institution offers day and evening programs. Please see the detailed calendar on the last page of the catalog.

Program Modifications

The Institution prepares its students for employment in the technology, business, graphic arts, and medical communities. To best meet the needs of these employers, periodic revision of our courses and majors is necessary. The Institution, therefore, reserves the right to add to or delete material from courses, alter program content, cancel a program if there is insufficient enrollment, and change faculty, as circumstances indicate.

Disaster Affecting the College’s Operations

In the event of an “Act of God” affecting operations (e.g., fire, flood, hurricane, tornado, etc.), the Institution reserves the right to suspend training for a period not to exceed 90 days.

Disability Services

Philosophy

Students with disabilities have a right to reasonable accommodations.

What Is a Disability?

The Institution uses the definition of disability set forth in Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment;
- Is regarded as having such an impairment.

Exceptions

Students with diagnosed alcohol or drug abuse qualify for services only when not actively engaged in the use of those substances. Individuals with temporary disabilities (e.g., having a broken arm, recovering from surgery) do not qualify under the law as someone with a disability, and as such, are not entitled to reasonable accommodations.

Eligibility for Services

In order to receive accommodations, students must meet the following criteria:

1. Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and

2. Request services from Disability Services through the Dean or Director of Student Services.

Provisional eligibility, which allows students to receive limited services and accommodations, may be granted in the following situations:

3. The student provides documentation that is outdated or incomplete and is in the process of obtaining updated documentation, or

4. The student does not have ready access to required documentation, but provides some other form of legitimate evidence of disability and the resulting limitations and agrees to provide the required documentation in a timely fashion.

Documentation Requirements

Students are required to provide the institution with medical or psychological documentation in order to receive accommodations. All medical information received by the Institution remains confidential and is released to other Institution personnel only with the student’s written permission. Specific documentation requirements may vary slightly depending on the disability. Generally, students should use the following guidelines in determining what constitutes adequate documentation:

- Statement of disability, including diagnosis, instruments/tests used to reach that diagnosis, and current medications (if any) used to treat the condition and their potential side effects, signed by a qualified medical/psychological professional;
- Statement of the current impact of the disability on academic performance;
- Recommendations for appropriate academic accommodations.

If the student’s documentation is not current (within the last three to five years), or if the student has a learning disability and the most recent testing was prior to age 16, the student will be asked to seek more current testing and/or diagnostic information. This is to ensure that any accommodations made by the Institution are best suited to the student’s current needs and/or level of functioning.
Accommodations

Students with disabilities are entitled to reasonable accommodations at the Institution. Institution management will determine what reasonable accommodations to provide based on appropriate documentation that outlines the needs of the student and the demands of the course.

Title IX and VI of the Civil Rights Act

All educational institutions receiving federal financial assistance are required to comply with Title IX of the Educational Amendments of 1972 and Title VI of the Civil Rights Act of 1964, whereby institutions do not discriminate on the basis of sex, race, color, or national origin in the educational programs or activities that they operate. The Institution admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

The Institution is subject to these requirements and complies fully. The Campus Director is the coordinator at the Institution. All students, faculty, and administrative employees should refer any complaints of discrimination in writing to the coordinator’s attention.

Vocational Rehabilitation Act

The Institution is an equal opportunity employer covered by Section 504 of the Vocational Rehabilitation Act of 1973 concerning non-discrimination under federal grants: Section 504. No otherwise qualified handicapped individual in the United States, as defined in Section 7(6) shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Campus Director is the Institution’s Equal Employment Opportunity Administrator. The Equal Employment Opportunity Administrator is responsible for ensuring that all applicants for admission are afforded equal opportunity in accordance with our EEO policy as well as supervising periodic reviews of our physical facilities and current policies, practices, and educational programs. In addition, the administrator is responsible for reviewing all complaints that allege discrimination of any sort.
Admissions Requirements

Applicants for admission must have graduated from an accredited high school, private secondary school, or have completed the equivalent (GED, HiSET, or TASC). High school transcripts in a foreign language must be translated and evaluated by a credential evaluation service for equivalency. Applicants must pay tuition in advance if they do not qualify for financial assistance programs.

Admissions Requirements – Nursing Education AD

Students seeking admission to the Associate Degree in Nursing Education must have a:

• High school graduate or GED, HiSET, or TASC equivalency
• Successful completion of the Health Education Systems Incorporated A2 (HESI A2) admissions exam. (the cost is $45 and is payable to the college in advance)
• Michigan Language score of at least 80% for foreign students
• Wonderlic SLE exam score of at least 24
• Negative drug screen (a drug screen may be requested at any point in the student’s academic progression by school officials and/or clinical placement sites. The costs of these tests are the responsibility of the student)
• Criminal background check with satisfactory findings (the cost of the background check is the responsibility of the student)
• Proctored essay (outline for the essay will be provided by Stevens-Henager College upon application for admission. Applicants will have the opportunity to use the college computers or they may submit a handwritten essay)
• Personal interview with the dean of nursing (an admission point system will be used during the admission process for final selection)
• Two letters of recommendation — one personal (not parent or spouse) and one professional health care source, current or past employer
• CPR (Red Cross or American Heart Association) certified
• Battery of immunizations proved (cost of immunizations are the responsibility of the student), completed health history approved (cost of any physical exam is the responsibility of the student), proof of health insurance (cost of health insurance is the responsibility of the student)
• Copy of student’s health insurance card
• Completed health history and current physical

Admissions Requirements – Surgical Technologist Program

Students seeking admission to the Surgical Technologist Associate of Occupational Studies degree must achieve a score of at least 21 on the Wonderlic SLE exam. Students must also complete an interview with the Program Director prior to entering the core courses.

Admissions Procedures

To apply for enrollment, the student submits the completed application to the Director of Admissions. The student should also request that a high school transcript or a copy of a high school diploma, or a GED, HiSET, or TASC for an associate’s or bachelor’s degree, be sent to the Director of Admissions. A foreign graduate must provide a translated and evaluated copy of a transcript. Applicants also may call, fax, or write the Admissions Department to request an application.
Upon completion of the application and an interview with an Admissions staff member, the Director of Admissions will review the applicant’s goals. If it is determined that the applicant’s educational and career goals are not aligned with the institution’s mission, the college may deny admission.

Delivery Systems

Consortium and Articulation Agreements between Affiliated Schools

The Center for Excellence in Higher Education (CEHE) group of schools, including Independence University, Stevens-Henager College has consortium and articulation agreements in place that allow students enrolled at one campus (“home campus”) to concurrently take courses from any of the CEHE group of schools. All courses, grades, and attendance are recorded at the students’ home campus. Students must take at least 50% of their courses in a program at their home campus.

Online Distance Education Delivery

All students can expect to take courses or portions of courses via distance. All students, including both online and hybrid, will be required to complete an assessment (SmarterMeasure Online Readiness Assessment) with a passing score of 70% or higher for the technical competency portion of the assessment. All portions of the assessment must be completed prior to acceptance.

Applicants who fail to meet the minimum score may take the SmarterMeasure assessment twenty-four hours or later after the first attempt. If the applicant fails to achieve the minimum score (70%) after two attempts, the applicant must wait 30 days before he/she can retake the assessment. If the applicant fails to meet the minimum score for a third time they must wait 120 days (from first attempt) to make another attempt.

Students are also required to participate in an orientation session to ensure proper understanding of the distance-learning methods. During the orientation session the student will receive all passwords, complete course registration, and student questions will be reviewed. The orientation includes exposing students to the online communication system. The components of this system include threaded discussion groups, chat, submitting assignments, assessment processes, electronic libraries, online help desk, and emails.

Students, including both online and hybrid, need access to a computer and Internet service. Students enrolling for the first time at the Institution are provided with a laptop computer that is loaded with Microsoft Office to use during their program enrollment. Students are also provided with any software required in their program as needed.

Hybrid Education Delivery

The hybrid educational delivery process integrates the benefits of the traditional face-to-face (FTF) teaching methodology with the flexibility and convenience of the online delivery method. Students enrolled in hybrid courses attend regularly scheduled FTF sessions with the instructor assigned to teach the course and the other students enrolled in the course. The activities conducted during the FTF sessions include but are not limited to lecture, hands-on laboratory assignments, classroom discussion, and other group activities. During the online portion of the course, students engage in synchronous and/or asynchronous interaction with fellow students and the instructor, and gain exposure to downloadable multi-media presentations, online research, and more.

The basic standards that apply to fully online students also apply to hybrid students while they are working online. Some specific expectations are listed below.

Hybrid Course Standards

- Each “hybrid” class will require contact hours as dictated by the credits awarded for the course. Contact hours are a combination of face-to-face (FTF) and online participation/attendance.
- 5-credit courses require 50 hours of contact.
- 4.5 credit courses require 46 hours of contact.
- 3, 3.5, and 4 credit courses require 40 hours of contact.
- Amount of time allocated for FTF and online is determined by the requirements of the course (i.e., contact hours required to meet course description and learning objectives).

Directed Study

In the event that a course is not available at the time a student needs a particular course to stay on track for graduation or if circumstances occur that the student must be temporarily but unavoidably absent due to such things as accident, illness, maternity or disability, directed study may be offered. Directed study is only offered with approval of the dean and requires a signed Directed study contract between the student and the school, which must be signed no later than the end of the first day of class. Directed study is not available during a student’s first term of any program.
and must not exceed 10% of all coursework completed for a program.

Certifications and Licenses

The College's educational programs lead to knowledge and skills for a stated major. Certifications and licenses are generally issued by a public or private entity that may change their requirements for certification or licensure at any time. Therefore, the College cannot guarantee that its educational programs will necessarily be sufficient to obtain any certification or license issue by a public or private agency. Students should check with the state(s) where they are interested in working to determine certification and licensure requirements for that state. We encourage students to pursue certification and licensure and will reimburse students or graduates up to $500 for the cost of certifications and licenses. The institution makes no representation that a student will be able to pass certification or licensing examinations or as to a specific outcome resulting from a student’s successfully obtaining or passing a certification or license examination. Certification is available for the Medical Assisting programs through the National Certification and Competency Testing organization and the National Healthcareer Association. Certification for Computer programs are available through Prometric in Microsoft, Novell, Cisco, A+, Network +, Server +, Linux +, and Mouse, Security+. Business program students may pursue Microsoft Office Specialist certifications. An available certification for Bachelor's level business and accounting programs is QuickBooks. An available certification for Surgical Technologists is Certified Surgical Technologist.

Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the institution’s control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the institution, the state, accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

If you have prior misdemeanor or felony convictions, you may be subject to denial of externships, employment opportunities, and/or professional licensure. You are advised that, in order to comply with clinical or employment requirements, you may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.
Tuition and Fees

No out-of-state tuition requirements apply.

<table>
<thead>
<tr>
<th>Associate's Programs</th>
<th>Total Tuition Charges (Based on # of quarter credits)</th>
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<tbody>
<tr>
<td>Medical Assisting</td>
<td>$42,940</td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td>$42,390</td>
</tr>
<tr>
<td>Nursing Education</td>
<td>$50,920</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bachelor's Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>$74,700</td>
</tr>
<tr>
<td>Business Administration</td>
<td>$74,700</td>
</tr>
<tr>
<td>Networking and Information Systems Security</td>
<td>$74,727</td>
</tr>
<tr>
<td>Software and Mobile Applications Development</td>
<td>$74,520</td>
</tr>
</tbody>
</table>

Military Funding

Applicants who plan to use Veteran Affairs (VA) benefits to pay for tuition may provide a certificate of eligibility on or before the first day of the program. Depending on the benefits available, you may also need to make arrangements to pay the amount that is the difference between the amount of the tuition and the amount of the VA education benefit disbursement.

For active duty military personnel and their spouses, National Guard personnel and their spouses, military reservists and their spouses, and Department of Defense/Veteran Administration employees and their spouses and adult children, the regular tuition will be discounted across the board to a level that will be equivalent to $250 per credit hour all associate's and bachelor's programs.

Books are loaned at no charge for all programs. The cost of uniforms and laboratory supplies for the health sciences programs are included in tuition.

In the event a check is returned for any reason, a $35 charge will be made to the student's account. Refund calculations are complex. For further information and examples, read the catalog, and visit our Financial Aid office.

Surgical Technologist AOS Program Tuition

The tuition for the Surgical Technologist AOS program includes AST student membership fees and the cost of two uniforms. Books are loaned at no charge. A physical examination performed by a licensed physician, a series of three Hepatitis B vaccinations, and the cost of any courses taken to prepare to pass the Surgical Technology examination are the responsibility of the student.

Financial Aid

Funding Tuition

The institution offers individual financial planning sessions for each student and family. The institution participates in the Title IV Federal Financial Aid Program that includes Federal Pell Grants, Federal Parent Loans for Undergraduate Study, the Federal Supplemental Educational Opportunity Grant, and the Federal Direct Student Lending program. All students must have an appointment with the Finance Department prior to starting school to arrange payment of tuition. Prospective students may request a Student Financial Aid Guide, a Financial Aid Consumer Information packet, and other pertinent information and forms from the Finance Department. Private loans, and electronic tuition payments are available to students to cover the cost of tuition as listed below. The institution will work with any bank that the student wishes to use for student alternative private loans, in addition to those banks and programs listed below. Please see the local campus Financial Aid office for information about specific lenders.

Educational Plan: This convenient budget plan uses a payment plan to help a student meet educational expenses.

Monthly payments made to a student's account while in school will reduce the principal balance and future interest charges. Interest will begin to accrue 45 days after graduation; if a student withdraws, interest will start accruing 45 days after the withdrawal.

A five percent discount is applied when a student pays in full for at least one academic year or more. This discount does not apply to monthly or partial payments and does not apply to employer reimbursements.

- A $10 late fee will be assessed on accounts overdue more than 15 days.
- A $35 fee will be assessed for each returned check.

Note: Any holder of a consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/1976).
Tuition Discounts

Matching Funds

Matching funds are available for students employed by an organization that reimburses its employees for educational costs. A student is eligible for matching funds only after providing written evidence that the student is being reimbursed for educational costs during the time frame in which he/she is an active student at the institution. A student whose status with the institution is active or graduate and who is employed by the organization may receive an amount of up to $5,000 for associate's degrees and up to $10,000 for bachelor's degrees. The matching funds allowance will not exceed the tuition reimbursement award of the employer and the maximum limit established by the institution. The matching funds will be posted to the student's account when the funds are received by the school and applied to the student's account up to the maximum limit. In the event that students transfer credits to the institution, the matching funds allowance will be reduced proportionally.

Refund Policy

All institutional refunds to students will be processed within 30 days of the Date of Determination of withdrawal. The Date of Determination is the earlier of:

a. The date the institution receives notice from the student that he/she is withdrawing;

b. The date the student's enrollment is terminated by the institution;

c. For a student who withdraws without notifying the institution, 14 calendar days following the student's last documented date of attendance/participation.

The following institutional charges apply upon withdrawal or termination during the first term of the first academic year:

1. If you terminate after midnight of the fifth day of classes, but before completing more than 10% of the term, you are responsible for 10% of the tuition, a $150.00 administrative fee and the cost of any books not returned and uniforms issued.

2. If you terminate after completing more than 10% of the term but less than or equal to 25% of the term, you are responsible for 25% of the term's tuition, a $150.00 administrative fee, and the cost of any books not returned and uniforms issued.

3. If you terminate after completing more than 25% of the term but less than or equal to 50% of the term, you are responsible for 50% of the tuition, a $150.00 administrative fee, and the cost of any books not returned and uniforms issued.

4. If you terminate after completing more than 50% of the term but less than or equal to 75% of the term, you are responsible for 75% of the tuition, a $150.00 administrative fee, and the cost of any books not returned and uniforms issued.

5. If you terminate after completing more than 75% of the term, you are responsible for all tuition and fees, a $150.00 administrative fee, plus the cost of any books not returned and uniforms issued.

The following institutional charges apply upon withdrawal or termination during any subsequent term:

1. If you terminate during the first 25% of the term, you are responsible for 25% of the tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

2. If you terminate after completing more than 25% of the term but less than 50%, you are responsible for 50% of the tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

3. If you terminate after completing more than 50% of the term but less than 75%, you are responsible for 75% of the tuition, a $150.00 administrative fee, and the cost of any books or computers not returned, and of uniforms issued.

4. If you terminate after completing more than 75% of the term, you are responsible for all tuition and fees, a $150.00 administrative fee, plus the cost of any books or computers not returned and of uniforms issued.

Any credit granted for prior education or training shall not impact this refund policy. Refund calculations are complex. For further information and examples, visit the institution’s Financial Aid Office.

Military Tuition Assistance Refund Policy

For any student withdrawing from the institution who is receiving Tuition Assistance (TA) from the Department of Defense, the institution will return any unearned TA funds on a proportional basis through the 60 percent portion of
the academic term of the program for which the funds were provided. TA funds will be earned proportionally during an academic term with unearned funds being returned based upon when a student stops attending.

If a refund is owed, the institution shall pay the refund to the person or entity that paid the tuition within 30 calendar days after the date of determination of withdrawal.

The institution will calculate the student’s TA eligibility based on the last date of attendance using the following formula:

<table>
<thead>
<tr>
<th>Proportion of the Academic Term Completed as of Date of Withdrawal or Termination</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdraw prior to the program start</td>
<td>100% return of funds</td>
</tr>
<tr>
<td>Withdraw after completing 1 to 10% of the academic term</td>
<td>90% return of funds</td>
</tr>
<tr>
<td>Withdraw after completing 11 to 20% of the academic term</td>
<td>80% return of funds</td>
</tr>
<tr>
<td>Withdraw after completing 21 to 30% of the academic term</td>
<td>70% return of funds</td>
</tr>
<tr>
<td>Withdraw after completing 31 to 40% of the academic term</td>
<td>60% return of funds</td>
</tr>
<tr>
<td>Withdraw after completing 41 to 50% of the academic term</td>
<td>50% return of funds</td>
</tr>
<tr>
<td>Withdraw after completing 51 to 59% of the academic term</td>
<td>40% return of funds</td>
</tr>
<tr>
<td>Withdraw after completing at least 60% of the academic term</td>
<td>No return of funds</td>
</tr>
</tbody>
</table>

**Return of Title IV Funds**

If a student receives Title IV student financial assistance (Federal Pell Grants, Federal Supplemental Grants, Federal Family Education Loans), special rules apply when a student withdraws or is terminated. These rules are independent of the institution’s refund policy. Thus, there may be cases in which the institution is required by the government to return Title IV funds even though such funds are needed to pay the student’s institutional charges. In all cases, the student remains responsible for paying institutional charges as determined by the refund policy.

**Earning and Returning Title IV Funds**

Special rules apply for withdrawals and terminations when
must be performed according to Title IV regulations. If the student then re-enters prior to the end of that same payment period, the student is eligible to receive any funds for which the student was eligible prior to the withdrawal if the enrollment status supports those amounts, including any returned funds.

If a student officially withdraws or is terminated by the institution, the last date of attendance will be used to calculate both refunds and the return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request the student will be withdrawn after 14 days of non-attendance/non-participation, and the last date of attendance will be used in all withdrawal calculations as the last date of the student’s obligation.

The Return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% of the calendar days to the end of the period of enrollment or payment period. The percentage of Title IV that has been earned is equal to the percentage of the payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance/participation). If the withdrawal date is after the completion of more than 60% of the period of enrollment, the student has earned 100% of the Title IV funds. If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days of the Date of Determination to the appropriate program. No additional disbursements will follow.

Refund Examples

Example: Assume that a first time enrollment student enrolled in a program and was charged $150 in fees. The student’s start date for the payment period was 1/28/13 with an end date of 5/16/13. The Institution determined that the student attended into module 2, LDA 2/28/13. The student’s loans and grants were fully disbursed for the payment period. The Institution terminated the student after 14 days of non-attendance, PELL was recalculated and unearned funds were returned.

Institutional Calculation

<table>
<thead>
<tr>
<th>Loan Funds Disbursed</th>
<th>$4,703.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Earned by the Student (29.4%)</td>
<td>$893.00</td>
</tr>
<tr>
<td>PELL Funds Received for Full Time</td>
<td>$2,775.00</td>
</tr>
<tr>
<td>Amount Earned by the Student (8 credits attempted: Below 1/2 time)</td>
<td>$694.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Unearned (Returned)</th>
<th>$2,081.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Tuition Charged</td>
<td>$8,279.00</td>
</tr>
<tr>
<td>Less: 50% Tuition Refund</td>
<td>$4,139.50</td>
</tr>
<tr>
<td>Plus Administrative Fees</td>
<td>$150.00</td>
</tr>
<tr>
<td>Total Tuition and Fees Earned by College</td>
<td>$4,289.50</td>
</tr>
<tr>
<td>Funds Retained by College</td>
<td>$1,587.00</td>
</tr>
<tr>
<td><strong>Balance Due College by Student</strong></td>
<td><strong>$2,702.50</strong></td>
</tr>
</tbody>
</table>

Refund calculations are complex. For further information and examples, contact our financial aid office.

Degree Programs

The institution reserves the right to vary the order in which courses are offered within each program, to update and make changes to the subject matter, schedules, and course material, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

Course Codes

<table>
<thead>
<tr>
<th>ACC</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>BIO</td>
<td>Biology</td>
</tr>
<tr>
<td>BIS</td>
<td>Business Information Security</td>
</tr>
<tr>
<td>CAP</td>
<td>Capstone</td>
</tr>
<tr>
<td>CHE</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CMN</td>
<td>Communication</td>
</tr>
<tr>
<td>CSS</td>
<td>College Success Strategies</td>
</tr>
<tr>
<td>ECN</td>
<td>Economics</td>
</tr>
<tr>
<td>ENG</td>
<td>English</td>
</tr>
<tr>
<td>EXT</td>
<td>Externship</td>
</tr>
<tr>
<td>FIN</td>
<td>Finance</td>
</tr>
<tr>
<td>HCA</td>
<td>Healthcare Administration</td>
</tr>
<tr>
<td>HEA</td>
<td>Health</td>
</tr>
<tr>
<td>HIS</td>
<td>History</td>
</tr>
<tr>
<td>HRM</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>ISS</td>
<td>Information Systems Security</td>
</tr>
<tr>
<td>LBT</td>
<td>Laboratory</td>
</tr>
<tr>
<td>MAN</td>
<td>Management</td>
</tr>
</tbody>
</table>
Definition of Credit

Academic credit is measured in quarter credit hours. Credits are based on the amount of time students spend in class, in a laboratory setting, on an externship, or in a combination of the three. Additionally, credits are based on the amount of time students spend on out-of-class activities such as readings, research, writing papers, and/or working on assignments and projects.

Students are enrolled in classes every four weeks. A clock hour is equal to 50 minutes of instruction. One-quarter credit hour is equivalent to a minimum of 10 clock hours in class, 20 clock hours in a laboratory, or 30 clock hours devoted to an externship, or a combination of the three. Students are expected to spend two hours working on out-of-class activities for every one hour in the classroom. For example, if a student is scheduled for 10 hours of classroom instruction in a week, he or she would be expected to spend 20 hours working on out-of-class activities. Therefore, it is very important that students budget their time to allow for completion of supplementary learning activities to ensure success in their studies.

Course Numbering System

For undergraduate programs, courses numbered 100 to 299 are considered basic to the learning process of the student. Courses numbered 300 to 499 are generally considered upper-level work.

General Education Courses

General education courses are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 110</td>
<td>Introduction to Chemistry</td>
</tr>
<tr>
<td>CMN 201</td>
<td>Communication and Public Speaking</td>
</tr>
<tr>
<td>CMN 205</td>
<td>Communication and Public Speaking</td>
</tr>
<tr>
<td>CSS 299</td>
<td>Professional Development</td>
</tr>
<tr>
<td>ECN 220</td>
<td>Economics</td>
</tr>
<tr>
<td>ECN 221</td>
<td>Economic Principles</td>
</tr>
<tr>
<td>ECN 225</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
</tr>
<tr>
<td>ENG 105</td>
<td>English Writing Fundamentals</td>
</tr>
<tr>
<td>ENG 310</td>
<td>Advanced Interpersonal Communication</td>
</tr>
<tr>
<td>ENG 315</td>
<td>Advanced Interpersonal Communication</td>
</tr>
<tr>
<td>ETH 233</td>
<td>Ethics</td>
</tr>
<tr>
<td>HIS 220</td>
<td>American Civilization</td>
</tr>
<tr>
<td>HIS 225</td>
<td>American History</td>
</tr>
<tr>
<td>MAT 220</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAT 225</td>
<td>College Algebra</td>
</tr>
<tr>
<td>PHI 210</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>PHI 315</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>PSY 220</td>
<td>Psychology</td>
</tr>
<tr>
<td>PSY 250</td>
<td>Positive Psychology</td>
</tr>
<tr>
<td>PSY 255</td>
<td>Psychology and Emotional Intelligence</td>
</tr>
<tr>
<td>RAM 110</td>
<td>Research Application Methods</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Sociology</td>
</tr>
<tr>
<td>SOC 240</td>
<td>World Cultures</td>
</tr>
<tr>
<td>SOC 400</td>
<td>Sociology of Aging</td>
</tr>
<tr>
<td>STA 322</td>
<td>Statistics</td>
</tr>
<tr>
<td>STA 325</td>
<td>Statistics</td>
</tr>
</tbody>
</table>

Applied general education courses in the Medical Assisting program (please see individual program listing for details):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 120</td>
<td>Healthcare Calculations and Accounting</td>
</tr>
</tbody>
</table>
School of HEALTHCARE

Associate of Occupational Studies:
Medical Assisting
Surgical Technologist

Associate Degree:
Nursing Education (RN)
Associate of Occupational Studies Degree
Medical Assisting
Stevens-Henager College

19 Months

The Medical Assisting AOS degree program is designed to provide the students the knowledge and clinical skills for gaining entry-level employment in a medical facility in both administrative and clinical areas. Specific training is provided in preparing instruments and materials, vital signs, phlebotomy, medication preparation and administration, clinical documentation and assisting the physician with exams and procedures. Training in computer and administrative skills is also provided as they pertain to electronic health records and medical office procedures. The student will be able to function independently with administrative duties as well as clinical duties and computer functions of the office.

PROGRAM OBJECTIVES:

Upon completion of this program students demonstrate the primary duties of medical assistants in the front-office administrative and back office clinical functions of a medical office, clinic, surgical center or hospital, which include:

- Completing patient history and measuring vital signs
- Assisting with patient examinations or treatments
- Giving patients injections as directed by the physician
- Collecting routine laboratory specimens and performing basic laboratory procedures
- Completing general medical office procedures including medical records and medical reception
- Demonstrating telephone techniques and communication skills

The externship in this program is a credit-earning course. Externship sites are assigned to students based on the availability of sites at the time of the course. All students must complete an externship in order to graduate. Students will generally do their externship at a doctor's office, clinic, hospital, or other healthcare-related facility. This gives graduates exposure to working with patients or general medical procedures and practices, such as insurance, coding and billing, phlebotomy, etc. Although externships are not required by most states for subjects taught in the medical assisting program, they are a requirement for graduation.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP 110</td>
<td>Business Computer Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>CSS 105</td>
<td>Psychology of Motivation</td>
<td>5.0</td>
</tr>
<tr>
<td>CSS 295</td>
<td>Professional Development</td>
<td>5.0</td>
</tr>
<tr>
<td>EXT 101</td>
<td>Externship</td>
<td>5.0</td>
</tr>
<tr>
<td>LBT 282</td>
<td>Medical Aseptics and Clinical Procedures</td>
<td>5.0</td>
</tr>
<tr>
<td>LBT 296</td>
<td>Phlebotomy and Laboratory Procedures</td>
<td>5.0</td>
</tr>
<tr>
<td>MED 101</td>
<td>Medical Terminology</td>
<td>5.0</td>
</tr>
<tr>
<td>MED 110</td>
<td>Introduction to Healthcare, Documentation, Law, and Ethics</td>
<td>5.0</td>
</tr>
<tr>
<td>MED 113</td>
<td>Vital Signs, Emergencies, and Cardiopulmonary Procedures</td>
<td>5.0</td>
</tr>
<tr>
<td>MED 215</td>
<td>Medical Coding</td>
<td>5.0</td>
</tr>
<tr>
<td>MED 285</td>
<td>Musculoskeletal, Nervous, and Integumentary Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>MED 286</td>
<td>Cardiac and Respiratory Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>MED 287</td>
<td>Endocrine, Urinary, and Reproductive Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>MED 288</td>
<td>Lymphatic, Immune, and Digestive Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>PHR 155</td>
<td>Pharmacology and Injections</td>
<td>5.0</td>
</tr>
</tbody>
</table>

General education courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMN 205</td>
<td>Communication and Public Speaking</td>
<td>5.0</td>
</tr>
<tr>
<td>ENG 105</td>
<td>English Writing Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>PSY 255</td>
<td>Psychology and Emotional Intelligence</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Applied general education courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 120</td>
<td>Healthcare Calculations and Accounting</td>
<td>5.0</td>
</tr>
</tbody>
</table>

TOTAL MINIMUM NUMBER OF CREDITS: 95

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.
All colleges reserve the right to vary the order in which courses are offered within each program and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.

**Associate of Occupational Studies Degree**

**Surgical Technologist**

**20 Months**

This program prepares students to assume entry-level positions as members of a healthcare surgical team. Employment opportunities are available in hospitals and in surgical centers as surgical technologists. The surgical technologist works under the direct supervision of the circulating nurse in the operating room. The surgical technologist assists with surgical procedures and provides the surgeon with instruments, sutures, sponges, and other equipment necessary to accomplish the procedures. All clinical externships are performed in the daytime.

Admissions requirements for this program are listed in the Admissions section of this catalog.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 101</td>
<td>Psychology of Motivation</td>
<td>4.0</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Personal and Professional Relations</td>
<td>4.0</td>
</tr>
<tr>
<td>SUR 101</td>
<td>Anatomy, Physiology, and Terminology</td>
<td>4.0</td>
</tr>
<tr>
<td>SUR 102</td>
<td>Surgical Technology/Patient Care Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 201</td>
<td>Intermediate Anatomy and Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>SUR 203</td>
<td>Microbiology and Infection Control</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 204</td>
<td>General and Minimal Surgical Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 205</td>
<td>Surgical Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 206</td>
<td>Asepsis and the Surgical Environment</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 207</td>
<td>Surgical Instrumentation and Supplies</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 208</td>
<td>Systematic Surgical Procedures I</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 209</td>
<td>Systematic Surgical Procedures II</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 210</td>
<td>Sensory and Plastic Surgical Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 211</td>
<td>Clinical Externship and Practicum</td>
<td>15.0</td>
</tr>
<tr>
<td>SUR 222</td>
<td>Surgical Suite Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 223</td>
<td>Surgical Robotics, Physics and Electronics</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 224</td>
<td>Medical Surgical Nursing</td>
<td>3.0</td>
</tr>
<tr>
<td>SUR 225</td>
<td>Surgical Interventions</td>
<td>4.0</td>
</tr>
<tr>
<td>SUR 226</td>
<td>Surgical Seminar</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**General education courses:**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>4.0</td>
</tr>
<tr>
<td>CMN 201</td>
<td>Communication and Public Speaking</td>
<td>4.0</td>
</tr>
<tr>
<td>PHI 210</td>
<td>Critical Thinking</td>
<td>4.0</td>
</tr>
<tr>
<td>PSY 250</td>
<td>Positive Psychology</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**TOTAL MINIMUM NUMBER OF CREDITS:** 90.0

*The following Courses may be substituted:

- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG101 English Composition with ENG 105 English Writing Fundamentals
- PSY 250 Positive Psychology with PSY 255 Psychology and Emotional Intelligence

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

**Associate Degree in Nursing Education**

**Nursing Education (RN)**

**25 Months**

The Associate Degree in Nursing Education includes 95 lower division quarter credits (39 quarter credits for prerequisite courses, which include general education credits, and 56 core Nursing course credits). The program includes didactic, laboratory, and clinical learning experiences.
Admissions requirements for this program are listed in the Admissions section of this catalog.

Students enrolled in the Associate Degree in Nursing Education program must obtain a grade of B or better in each nursing core course and maintain a GPA of 3.0 or better at all times during enrollment in the program. For general education and prerequisite courses, the student must obtain a grade of B- or better.

Graduates of Stevens-Henager College’s Associate Degree in Nursing Education program are accountable, adaptable generalists prepared with the knowledge and skills to enter the practice of nursing at an advanced beginner level in a variety of settings, continue their professional development through to proficient and expert levels, and advance their education to the baccalaureate in nursing level.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1115</td>
<td>Anatomy and Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>NUR 1116</td>
<td>Pathophysiology</td>
<td>4.0</td>
</tr>
<tr>
<td>NUR 1117</td>
<td>Microbiology for Nursing</td>
<td>4.0</td>
</tr>
<tr>
<td>NUR 1118</td>
<td>Pharmacology Principles For Nursing</td>
<td>5.0</td>
</tr>
<tr>
<td>NUR 1119</td>
<td>Fundamentals in Nursing (3 modules)</td>
<td>13.0</td>
</tr>
<tr>
<td>NUR 1140</td>
<td>Maternal-Newborn Nursing (2 modules)</td>
<td>5.0</td>
</tr>
<tr>
<td>NUR 1150</td>
<td>Pediatric Nursing (2 modules)</td>
<td>5.0</td>
</tr>
<tr>
<td>NUR 2120</td>
<td>Medical-Surgical Nursing (3 modules)</td>
<td>11.0</td>
</tr>
<tr>
<td>NUR 2140</td>
<td>Mental Health Nursing (2 modules)</td>
<td>5.0</td>
</tr>
<tr>
<td>NUR 2220</td>
<td>Advanced Medical-Surgical Nursing (2 modules)</td>
<td>11.0</td>
</tr>
<tr>
<td>NUR 2221</td>
<td>Leadership &amp; Management in Nursing (2 modules)</td>
<td>2.0</td>
</tr>
<tr>
<td>NUR 2250</td>
<td>Nursing Practicum* (2 modules)</td>
<td>4.0</td>
</tr>
</tbody>
</table>

*Is taught concurrently with NUR 2221.

General education courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 110</td>
<td>Introduction to Chemistry</td>
<td>4.0</td>
</tr>
<tr>
<td>ENG 105</td>
<td>English Writing Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>MAT 225</td>
<td>College Algebra</td>
<td>5.0</td>
</tr>
<tr>
<td>PSY 250</td>
<td>Positive Psychology</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**TOTAL MINIMUM NUMBER OF CREDITS:** 95

General education courses may be substituted provided that the substituted course is at the same level as the course it is replacing.

**Graduation and licensing:**

After a degree audit has been conducted and the student is found to have met all course completion requirements, the student will take a PreRN exam. When a student has successfully passed this examination, the student will be eligible for graduation and will be granted an Associate’s Degree in Nursing Education.

After a student’s successful completion of the Associate Degree in Nursing Education program, the student must contact the Utah State Board of Nursing with a letter indicating the student’s eligibility to apply for the Registered Nurse NCLEX examination. Upon successful completion of the NCLEX examination, the student may apply for his or her registered nurse license. The college will issue a one-time reimbursement to the student for the cost of the NCLEX examination upon the student’s passing of the exam.

Graduates must obtain a Registered Nurse license in order to be eligible for employment in this career field in the state of Utah. Registered Nurse licensing requirements for employment vary by state.
School of BUSINESS

Bachelor of Science:
Accounting
- Emphasis in Forensic Accounting

Business Administration
- Emphasis in Human Resources
- Emphasis in Marketing
- Emphasis in Technology
Bachelor of Science Degree

Accounting

36 Months

The Accounting bachelor’s degree prepares the graduate for entry into positions with public accounting firms and similarly challenging positions with private, governmental, and non-profit organizations. The objectives of the major are to provide the graduate with an understanding of business and financial concepts and how they relate to professional accounting and include the principles of federal taxation, auditing, and accounting for small business and corporations. Accounting graduates are employed in entry-level to mid-level positions as office manager, accounting specialist, accounting technician, or bookkeeper.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

SOC codes: 13-2061, 13-2081

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 113</td>
<td>Introduction to Accounting &amp; Workplace Relationships</td>
<td>5.0</td>
</tr>
<tr>
<td>ACC 114</td>
<td>Payroll Accounting &amp; Human Resources and Policies</td>
<td>5.0</td>
</tr>
<tr>
<td>ACC 221</td>
<td>Fundamentals of Accounting</td>
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<tr>
<td>ACC 222</td>
<td>Computerized Accounting Systems</td>
<td>5.0</td>
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<tr>
<td>ACC 230</td>
<td>Managerial Accounting &amp; Introduction to Cost Accounting</td>
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<tr>
<td>ACC 251</td>
<td>Individual Income Tax</td>
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<tr>
<td>ACC 300</td>
<td>Principles of Financial Accounting in Computerized Systems</td>
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<tr>
<td>ACC 325</td>
<td>Intermediate Accounting I - Revenue Recognition Principles</td>
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<tr>
<td>ACC 330</td>
<td>Intermediate Accounting II - Current &amp; Fixed Asset Management</td>
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<tr>
<td>ACC 331</td>
<td>Intermediate Accounting III - Debt and Equity Accounting</td>
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<tr>
<td>ACC 355</td>
<td>Advanced Financial Statement Reporting &amp; Analysis</td>
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<tr>
<td>ACC 401</td>
<td>Accounting for Business Combinations</td>
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<tr>
<td>ACC 402</td>
<td>Accounting for Partnerships</td>
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<tr>
<td>ACC 403</td>
<td>Accounting for Non-Profit &amp; Government Organizations</td>
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<tr>
<td>ACC 452</td>
<td>Federal Income Tax for Organizations</td>
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<tr>
<td>ACC 460</td>
<td>Auditing Planning and Procedures</td>
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<tr>
<td>ACC 480</td>
<td>Research Capstone: IFRS &amp; GAAP</td>
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<tr>
<td>APP 110</td>
<td>Business Computer Fundamentals</td>
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</tr>
</tbody>
</table>

TOTAL MINIMUM NUMBER OF CREDITS: 180

Forensic Accounting emphasis

The emphasis in Forensic Accounting prepares students to enter the accounting industry as fraud investigators and to assist in legal proceedings. Topics of discussion will include behavioral research, fraud examination, interview techniques and strategies, analyzing relevant criminal and civil laws and adherence to legislation and corporate governance. Possible areas of employment as a forensic accountant include private or governmental organizations, including law enforcement, the Federal Bureau of Investigation, the Department of Homeland Security, the Securities and Exchange Commission and state and local agencies.

Forensic Accounting education courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 361</td>
<td>Introduction to Fraud Examination</td>
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</tr>
<tr>
<td>ACC 362</td>
<td>Legal Elements in Fraud Examination</td>
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</tr>
<tr>
<td>ACC 461</td>
<td>Advanced Fraud Examination Techniques</td>
<td>5.0</td>
</tr>
</tbody>
</table>
The Business Administration program prepares graduates for a variety of responsible managerial positions in both domestic and international firms. The objectives of the program are to provide a foundation in accounting, sales and marketing, operations management, human resource management and banking and finance and to provide the graduate with an integrated understanding of business and economic concepts and how they relate to the global economy. Business Administration graduates are employed in entry-level to mid-level positions as an office manager, account manager, small business developer, human resource assistant, or sales manager.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

SOC codes: 11-1021, 11-2022, 11-3011, 11-3071, 11-9151, 11-9199, 13-1111
Human Resources emphasis

Students earning an emphasis in Human Resources will be prepared to apply business principles to the strategic function of human resources management. Topics for discussion include sourcing, recruiting, hiring, retention, talent mapping, training and developing employees, benefits and compensation policies, employment law, organizational development, and conflict resolution strategies. Possible areas of employment include entry-level positions such as human resource generalist, specialist positions in benefits, positions in staffing and recruiting, and human capital development and training.

Human Resources education courses:*  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 250</td>
<td>Workforce Management, Labor Issues &amp; Dispute Resolution</td>
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</tr>
<tr>
<td>HRM 340</td>
<td>Human Resource Training &amp; Development</td>
<td>5.0</td>
</tr>
<tr>
<td>HRM 450</td>
<td>Compensation &amp; Benefit Administration</td>
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</tr>
<tr>
<td>HRM 460</td>
<td>Employee Recruitment &amp; Retention</td>
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</tr>
</tbody>
</table>

**TOTAL MINIMUM NUMBER OF CREDITS:** 180.0

*The Human Resources courses replace the following courses: MAN 235, MAN 336, MAN 435, and MKT 235

Marketing emphasis

Students earning an emphasis in Marketing will be prepared to apply the emerging technologies of social media to meet business goals. Topics of discussion will include emerging technologies, utilizing technologies for communication with internal and external stakeholders, leveraging the technology for sales and marketing purposes, and driving organizational and cultural change. Possible employment areas are expanded to include entry-level positions in retail product and services marketing, office management, advertising, or office administration.

Marketing education courses:*  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKT 260</td>
<td>Marketing Channels</td>
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</tr>
<tr>
<td>MKT 340</td>
<td>Brand Marketing Strategy</td>
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<tr>
<td>MKT 350</td>
<td>Consumer Behavior</td>
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</tr>
<tr>
<td>MKT 360</td>
<td>Content Marketing</td>
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</tr>
</tbody>
</table>

**TOTAL MINIMUM NUMBER OF CREDITS:** 180.0

*The Marketing courses replace the following courses: MAN 215, MAN 355, MAN 445, and MAN 455

Technology emphasis

Students earning an emphasis in technology will be prepared to apply technology skills to achieve business goals. Emphasis is placed on preparing students to become certified in computer applications, networking, maintenance, and security. Possible employment areas include business manager, office manager, IT manager and service technician manager.

Technology education courses:*  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 250</td>
<td>Database Management</td>
<td>5.0</td>
</tr>
<tr>
<td>BIS 335</td>
<td>Computer Networks &amp; Security</td>
<td>5.0</td>
</tr>
<tr>
<td>BIS 360</td>
<td>Data Communications &amp; Management</td>
<td>5.0</td>
</tr>
<tr>
<td>BIS 400</td>
<td>Advanced Management of Information systems</td>
<td>5.0</td>
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</tbody>
</table>

**TOTAL MINIMUM NUMBER OF CREDITS:** 180.0

*The Technology courses replace the following courses: MAN 235, MAN 336, MAN 435, and MAN 455

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing, and speech general education course.

All colleges reserve the right to vary the order in which courses are offered within each program, and to adjust the time scheduled for a curriculum. Such changes will not increase the total tuition beyond the amount stated in the Enrollment Agreement.
School of TECHNOLOGY

Bachelor of Science:
Networking and Information Systems Security
Software and Mobile Applications Development
Bachelor of Science Degree

Networking & Information Systems Security

36 Months

The Bachelor of Science in Networking and Information Systems Security is designed to graduate a computer-science professional whose diverse practical and theoretical knowledge will guide the future of networking and information-systems security in business and industry. Objectives of the program are to ensure competencies at complex levels of computer information systems operations, administration, and management, including networking, database management, client interface, information security, and information protection. Networking and Information Systems Security graduates are employed in entry-level to mid-level positions as network administrators, project managers, systems analysts, security experts and entrepreneurs.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

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<thead>
<tr>
<th>Course No.</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP 101</td>
<td>Computer Fundamentals</td>
<td>3.5</td>
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<tr>
<td>APP 126</td>
<td>Databases</td>
<td>3.5</td>
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<tr>
<td>CAP 499</td>
<td>Capstone</td>
<td>4.0</td>
</tr>
<tr>
<td>CSS 101</td>
<td>Psychology of Motivation</td>
<td>4.0</td>
</tr>
<tr>
<td>CSS 299</td>
<td>Professional Development</td>
<td>4.0</td>
</tr>
<tr>
<td>ISS 220</td>
<td>Computer Law</td>
<td>4.0</td>
</tr>
<tr>
<td>ISS 310</td>
<td>Information Security Management</td>
<td>3.5</td>
</tr>
<tr>
<td>ISS 320</td>
<td>Ethical Hacking</td>
<td>3.5</td>
</tr>
<tr>
<td>ISS 330</td>
<td>Threats and Defense Mechanisms</td>
<td>3.5</td>
</tr>
<tr>
<td>ISS 420</td>
<td>Introduction to Cryptography</td>
<td>3.5</td>
</tr>
<tr>
<td>ISS 430</td>
<td>Computer Forensics</td>
<td>3.5</td>
</tr>
<tr>
<td>MAN 103</td>
<td>Management Principles</td>
<td>4.0</td>
</tr>
<tr>
<td>MAN 210</td>
<td>Entrepreneurship</td>
<td>4.0</td>
</tr>
<tr>
<td>MCS 101</td>
<td>Computer Servicing I</td>
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</tr>
<tr>
<td>MCS 102</td>
<td>Computer Servicing II</td>
<td>3.5</td>
</tr>
<tr>
<td>MCS 215</td>
<td>Server Administration I</td>
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</tr>
<tr>
<td>MCS 315</td>
<td>Server Administration II</td>
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</tr>
<tr>
<td>MCS 415</td>
<td>Server Administration III</td>
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<tr>
<td>NET 103</td>
<td>Networking Concepts I</td>
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<td>Networking Concepts II</td>
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<tr>
<td>NET 215</td>
<td>Security Concepts I</td>
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<td>NET 315IU</td>
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<tr>
<td>NET 321</td>
<td>Network Communications I</td>
<td>3.5</td>
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<tr>
<td>NET 324</td>
<td>Network Communications II</td>
<td>3.5</td>
</tr>
<tr>
<td>NET 335</td>
<td>Cloud/Mobile Computing Concepts</td>
<td>3.5</td>
</tr>
<tr>
<td>NET 403</td>
<td>Network Communications III</td>
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<tr>
<td>NET 404</td>
<td>Network Communications IV</td>
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<tr>
<td>NET 424</td>
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<tr>
<td>NET 425</td>
<td>Information Storage II</td>
<td>3.5</td>
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<tr>
<td>OPS 101</td>
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<tr>
<td>OPS 113</td>
<td>Linux Operating Systems I</td>
<td>3.5</td>
</tr>
<tr>
<td>OPS 217</td>
<td>General Operating Systems</td>
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<tr>
<td>OPS 304</td>
<td>Electronic Communication Management</td>
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<tr>
<td>OPS 213</td>
<td>Linux Operating Systems II</td>
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<tr>
<td>PRG 101</td>
<td>Solutions Concepts</td>
<td>3.5</td>
</tr>
<tr>
<td>PRG 102</td>
<td>Programming Logic and Design I</td>
<td>3.5</td>
</tr>
<tr>
<td>PRG 140</td>
<td>Database Programming I</td>
<td>3.5</td>
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General education courses:

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<tr>
<th>Course No.</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>CMN 201</td>
<td>Communication and Public Speaking</td>
<td>4.0</td>
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<tr>
<td>ECN 220</td>
<td>Economics</td>
<td>4.0</td>
</tr>
<tr>
<td>ECN 221</td>
<td>Economic Principles</td>
<td>4.0</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
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</tr>
<tr>
<td>ENG 310</td>
<td>Advanced Interpersonal Communication</td>
<td>4.0</td>
</tr>
<tr>
<td>ETH 233</td>
<td>Ethics</td>
<td>4.0</td>
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<td>HIS 220</td>
<td>American Civilization</td>
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<td>College Algebra</td>
<td>4.0</td>
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<td>PHI 210</td>
<td>Critical Thinking</td>
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<tr>
<td>PSY 220</td>
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<tr>
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<td>World Cultures</td>
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<td>STA 322</td>
<td>Statistics</td>
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</table>

TOTAL MINIMUM NUMBER OF CREDITS: 180.5

*The following Courses may be substituted:

- APP 101 Computer Fundamentals with APP 110 Business Computer Fundamentals
- CSS 101 Psychology of Motivation with CSS 105 Psychology of Motivation
- CSS 299 Professional Development with CSS 295 Professional Development
- CMN 201 Communication and Public Speaking with CMN 205 Communication and Public Speaking
- ENG 101 English Composition with ENG 105 English Writing Fundamentals

General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.

**Bachelor of Science Degree**

**Software & Mobile Applications Development**

**36 Months**

The bachelor's degree program in Software and Mobile Applications Development prepares graduates to gain the skills necessary to succeed in the field of developing desktop, web, and mobile applications, using several programming languages, and using the systems development life cycle. Students learn to develop, create, and modify general computer applications software or specialized utility programs, analyze user needs and develop software solutions, and design software or customize software for client use with the aim of optimizing operational efficiency and user experience. Graduates will also be able to analyze and design databases, working individually or coordinating database development as part of a team, and supervise computer programmers. Possible employment areas include entry-level to mid-level positions as a software engineer, software developer, web developer, mobile applications developer, computer programmer, project manager, database administrator, data analyst, or entrepreneur.

A majority of the courses offered in this program are delivered through a hybrid model which means instructors meet with students both face to face and through an online platform each week.

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<td>APP 101</td>
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<td>CSS 101</td>
<td>Psychology of Motivation</td>
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<td>NET 103</td>
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<td>OPS 101</td>
<td>Introduction to Operating Systems</td>
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<td>Programming Logic and Design I</td>
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<td>PRG 103</td>
<td>Programming Logic &amp; Design II</td>
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<td>PRG 111</td>
<td>Web Page Programming I</td>
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<td>PRG 140</td>
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<td>PRG 204</td>
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<td>PRG 452</td>
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**General education courses:**

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<td>Psychology</td>
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</tbody>
</table>
SOC 240   World Cultures  4.0
STA 322   Statistics  4.0

TOTAL MINIMUM NUMBER OF CREDITS:  180.0

*The following Courses may be substituted:

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General education courses may be substituted provided that (i) the substituted course is at the same level as the course it is replacing, and (ii) each program contains a mathematics, writing and speech general education course.
Course Descriptions

Accounting

ACC 113 5 Credits
Introduction to Accounting & Workplace Relationships
This course will introduce the concepts of debit and credit and the principles of double-entry accounting. Students will analyze common business transactions, properly record them, and utilize this data to create basic financial statements. Students will explore the concepts of empowerment and accountability in the workplace and are introduced to various careers in the field.

ACC 114 5 Credits
Payroll Accounting & Human Resources and Policies
This course presents practical applications of payroll procedures and human resource policies. Topics include the methods of computing wages and salaries, computing withholdings, keeping records, and the preparation of various federal and state government reports. Students are introduced to the basic functions of the human resource department.

ACC 201 5 Credits
Accounting for Non-Accountants
This course presents a background in accounting principles and practices necessary to operate a business. The double-entry accounting system will be introduced, and common transactions discussed. Students will prepare and analyze financial statements in decision-making and performance evaluation.

ACC 221 5 Credits
Fundamentals of Accounting
This course completes the accounting cycle to include preparation of a trial balance, and recording adjusting and closing entries. Students will explore accounts payable and accounts receivable topics and banking procedures. Students will explore financial statements and financial statement analysis.

ACC 222 5 Credits
Computerized Accounting Systems
Students are introduced to computer-based accounting software including cloud-based options. This course provides a hands-on approach to learning how automated accounting systems function. Students will learn how to operate a computerized general ledger, accounts receivable, accounts payable, and payroll systems. Students will also learn how to create a company in QuickBooks Online, work with customers and vendors, and how to accurately compile banking records within the software.

ACC 220 5 Credits
Managerial Accounting & Introduction to Cost Accounting
Covers the use of accounting data internally within a firm by managers in both manufacturing and non-manufacturing businesses. Teaches students to use accounting data for planning, controlling, and making decisions concerning the optimum allocation of the firm’s financial resources. Students are introduced to process costing and job costing. Topics are discussed in the context of management decision-making tools. (Prerequisite: ACC 221 or with the consent of the Dean.)

ACC 251 5 Credits
Individual Income Tax
This course addresses the individual Federal income tax structure. The course emphasizes individual and case studies that will provide a thorough understanding of the taxation laws, including discussion of state income tax laws and variations. Students learn the preparation of tax returns, supplemental forms, and schedules. (Prerequisite: ACC 221 or with the consent of the Dean.)

ACC 230 5 Credits
Intermediate Accounting I – Revenue Recognition Principles
Examines earnings management techniques and the ethical issues within GAAP requirements. Discusses business operating cycle and the importance of cash control. Evaluates application of proper revenue recognition methods, including Financial Accounting Standards Board (FASB) and International Accounting Standards Board (IASB) approaches. (Prerequisite: ACC 222 or with the consent of the Dean.)

ACC 300 5 Credits
Intermediate Accounting II – Current & Fixed Asset Management
Introduces methods of valuation of inventory and the acquisition, depreciation, and disposal of long-term assets. Contrasts inventory valuation methods and their effect on financial statements. Examines valuation of noncurrent operating assets, off-balance sheet financing, and the use of equity and short- and long-term debt for financing. Discusses GAAP and IASB standards for asset impairment, fair valuation of assets. (Prerequisite: ACC 222 or with the consent of the Dean.)

ACC 331 5 Credits
Intermediate Accounting III – Debt and Equity Accounting
This course reviews corporate accounting topics including capital stock transactions, dividends, treasury stocks, and bonds. Students will discuss short-term and long-term debt including contingent liabilities. This course also covers the classification of capital or operating leases and procedures for lease accounting.

ACC 355 5 Credits
Advanced Financial Statement Reporting & Analysis
Presents financial statement analysis, including comparative statements and ratio analysis. Covers the statement of cash flows. Examines financial reporting, including additional study of income statement, balance sheet, and statement of cash flows, as well as notes and disclosures to the financial statements required under Generally Accepted Accounting Principles (GAAP). Assesses a firm’s financial strength through both ratio- and cash-flow data analysis. (Prerequisite: ACC 221 or with the consent of the Dean.)

ACC 361 5 Credits
Introduction to Fraud Examination
Students will discuss the types of fraud schemes, both internal and external; fraud detection and prevention; and legal issues related to fraud investigation. This course will identify the steps of the fraud investigation process, how to recognize financial statement fraud, and how to deter future fraud by recognizing red flags.

ACC 362 5 Credits
Legal Elements in Fraud Examination
This course discusses the fundamental legal aspects of a fraud examination. Students
will identify the employees' rights during an investigation, the legal elements of fraud, and the legal issues surrounding investigation and obtaining information.

ACC 401 5 Credits
Accounting for Business Combinations
Focuses on financial accounting and reporting for business combinations including accounting for the combination, preparation of financial statements before and after the transaction, and accounting for the consolidated entity. Includes discussion of various types of mergers and acquisitions as well as the approaches to the accounting processes. (Prerequisite: ACC300 or with the consent of the Dean.)

ACC 402 5 Credits
Accounting for Partnerships
Discusses partnership accounting, including partnership formation, operations, and ownership changes. Covers tax implications and liabilities, including personal liability. (Prerequisite: ACC401 or with the consent of the Dean.)

ACC 403 5 Credits
Accounting for Non-Profit and Government Organizations
This course presents the unique characteristics of governmental and not-for-profit organizations and provides the basic conceptual foundation for understanding accounting and financial reporting practices. Grants, governmental funds, business-type funds, and fiduciary funds are discussed. The course presents financial reporting by state and local governments, governmental financial performance analysis, auditing procedures, and budgets and performance measurements.

ACC 452 5 Credits
Federal Income Tax for Organizations
This course studies Federal income tax law covering taxation of corporations, partnerships, estates, and trusts, and includes an introduction to tax research and planning. Covers the importance of tax consequences that attach to common business transactions and how the tax law alters behavior of business entities. (Prerequisite: ACC251 or with the consent of the Dean.)

ACC 460 5 Credits
Auditing Planning and Procedures
Designed to acquaint the student with methods of verification, analysis, and interpretation of generally accepted auditing procedures and the mechanics of planning and implementing an audit and the preparation of audits. Provides the student information regarding the rapid and extensive changes confronting the accounting professional in the twenty-first century. Auditing theory and practice will be discussed with emphasis on professional and ethical responsibilities. (Prerequisite: ACC221 or with the consent of the Dean.)

ACC 461 5 Credits
Advanced Fraud Examination Techniques
This course presents advanced techniques in planning, conducting and documenting interviews information gathering. Students will learn to identify and interpret verbal and nonverbal cues during interviews. Students will discuss gathering information through various interview techniques and computer forensics.

ACC 462 5 Credits
Ethics, Compliance, & Corporate Governance
Students will also evaluate fraud risk through assessment, discuss key aspects of a fraud risk management program and the development of internal controls in anti-fraud programs. This course provides an overview of legislation enacted such as Committee of Sponsoring Organizations (COSO) internal control framework, the Sarbanes-Oxley Act, Statement on Auditing Standards No. 99 (SAS), and the role of the Public Company Accounting Oversight Board (PCAOB).

ACC 480 5 Credits
Research Capstone: IFRS & GAAP
This course provides a capstone experience by challenging students to identify accounting issues, locate and research appropriate accounting concepts, standards, statements, pronouncements, or tax authorities, and then provide a thorough analysis in determination of an appropriate conclusion for the decision making process. Communication of research and analysis will require students to prepare organized and structured written papers utilizing appropriate APA format and then to present findings and conclusions to various audiences. (Prerequisite: Satisfactory completion of all general education and core courses or with the consent of the Dean.)

Business Information Security

BIS 250 5 Credits
Database Management
This course introduces students to database design and creation. Emphasis is on data dictionaries, normalization, data integrity, date modeling, and creation of simple tables, queries, reports, and forms. The course presents the fundamental concepts and techniques in database use and development as well as provides a foundation for research in databases.

BIS 335 5 Credits
Computer Networks & Security
This course presents an introduction to the design and analysis of computer communication networks. Topics include application layer protocols, Internet protocols, network interfaces, local and wide areas networks, wireless networks, routing, and current topics. In this course, students will learn about network attacks and vulnerabilities as well as current defenses. Topics include cryptography, confidentiality and authentication protocols, botnets, firewalls, intrusion detection systems, and communication privacy and anonymity.

BIS 360 5 credits
Data Communications & Management
In this course, students gain a practical understanding of relevant terminology, concepts and other information necessary to manage data communications. By the end of the course, students should be able to make intelligent decisions about the appropriate design, purchase, integration and use of data communication equipment and systems.

BIS 400 5 credits
Advanced Management of Information Systems
This course helps students see the connection between information systems and business performance. The goal of the course is to enable students to assess the opportunities and problems that managers use to add value to their organizations. It also aims to help students understand transformational changes within and across industries.

Capstone

CAP 499 4 Credits
Capstone
Students are required to complete project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program. (Prerequisite: Completion of all core courses or with the consent of the Dean.)

Chemistry

CHE 110 4 Credits
Introduction to Chemistry
Introduces the fundamentals of chemistry to students in the health sciences. Covers chemical measurements and calculations, atomic structure, chemical bonding, chemical reactions, states of matter, solutions, chemical equilibrium, acid-base systems, and introduces organic chemistry.

Communication

CMN 201 4 Credits
Communication and Public Speaking
This course focuses on the principles of effective public speaking and presentation. Emphasis is placed on Development, Preparation, Delivery, Presentation Aides, and Persuasive Speaking.

CMN 205 5 Credits
Communication and Public Speaking
This course focuses on the principles of effective public speaking and presentation. Focus is on the preparation, presentation, and critique of various forms of oral communication. Emphasis is placed on development, delivery, presentation aids, and persuasive speaking.

Computer Applications

APP 101 3.5 Credits
Computer Fundamentals
This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques.

APP 110 5 Credits
Business Computer Fundamentals
This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques. Emphasis is on utilization of basic application skills to complete general business tasks.

APP 111 5 Credits
Practical Business Spreadsheets
This course introduces students to the use of Excel as a business tool. The course will cover the use of Excel to sort and analyze basic research data. Students will be able to develop tables, graphs and charts, complete data analysis, and understand the importance and use of Excel in their career. Emphasis on use of Excel to meet general business needs.

APP 126 3.5 Credits
Databases
This course introduces several current database software products and their use in business. Emphasis is placed on database terminology in the study of tables, queries, forms, and reports. Computations and expressions are used to perform database inquiries.

College Success Strategies

CSS 101 4 Credits
Psychology of Motivation
This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submit application documents.

CSS 105 5 Credits
Psychology of Motivation
This course introduces students to the skills, characteristics, and habits that will help them be successful in a college environment and future careers. Such a desire for goal-oriented behavior is commonly referred to as motivation, and such motivation can propel students toward accomplishing their academic and vocational goals. Course topics include time management, problem solving, goal setting, career planning and preparation, and a range of additional student success strategies. Upon course completion, students will be more academically prepared in knowledge and practical training within an occupational area and also enhance their abilities to support their job searches and submit application documents.

CSS 295 5 Credits
Professional Development
In this course, students apply the techniques and strategies learned within the Psychology of Motivation for more in-depth exploration of relevant employment resources, for the development of documents to submit in job application processes (e.g., resumes, cover letters, reference letters, follow up correspondence, resignation letters, and other written communications), enhancing individual oral communication and interview skills. Students will also learn how to prioritize job search activities, and to appropriately manage and organize relevant documents and records. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches and be more informed about the strategies and processes that can more effectively support such efforts.

CSS 299 4 Credits
Professional Development
In this course, students apply the techniques and strategies learned within the Psychology of Motivation for more in-depth exploration of relevant employment resources, for the development of documents to submit in job application processes, including resumes, cover letters, reference letters, follow up correspondence, and other written communications. Through the course, students will enhance individual oral communication and interview skills. Students will also learn how to prioritize job search activities, and to appropriately manage and organize relevant documents and records. Upon completion of this course, students will have completed a portfolio of resources and documents to support their current and future job searches and be more informed about the strategies and processes that can more effectively support such efforts.
Economics

ECN 220  4 Credits
Economics
This course covers basic microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements, and other key points.

ECN 221  4 Credits
Economic Principles
Basic course in macroeconomic concepts. Topics include inflation, the cause and effects of interest rates, the dollar and the foreign trade deficit, productivity growth rate, and the federal budget deficit.

ECN 225  5 Credits
Microeconomics
This course covers basic microeconomic concepts. Topics include recession and depression, the circular flow of production and consumption, the role of the market in the economy, wage and price movements, the functions of markets in capitalism, and government interference in free markets. Emphasis is placed on students acquiring the critical thinking skills of economics.

English

ENG 101  4 Credits
English Composition
This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence, and sentence skills. Practice in proofreading, editing, revision, and clear thinking is incorporated throughout the course.

ENG 105  5 Credits
English Writing Fundamentals
This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the writing process, including prewriting, drafting, revision, and editing. Practice in research, argument, and critical thinking is incorporated throughout the course.

ENG 310  4 Credits
Advanced Interpersonal Communication
This course is designed to provide students with the skills they need to be effective communicators. Students will apply interpersonal communication skills theory to various situations in order to understand the clear connections between theory, skills, and life situations they will encounter.

ENG 315  5 Credits
Advanced Interpersonal Communication
This course is designed to provide students with the skills they need to be effective communicators. Students will apply interpersonal communication skills theory to various situations in order to understand the clear connections between theory, skills, and life situations they will encounter.

Ethics

ETH 233  4 Credits
Ethics
This course is a study of ethics that is relevant to real-life work situations, introducing straight talk about ethics in the workplace. Students will develop a foundation of ethical theory, prescriptive and psychological approaches to ethical decision-making, and acceptable behaviors. The areas of ethics and the individual, managing ethics in the organization, and organizational ethics and social responsibility are examined.

Externship

EXT 101  5 Credits
Exernship
The student performs a 160-hour externship (depending on state requirements) at an approved location and is supervised by the on-site professional(s) assigned to the student and by the instructor from the College. During the externship, the student gains proficiency to an employee-acceptable level in the specific program he or she is studying. All hours are volunteered and no remuneration is allowed. (Prerequisite: Satisfactory completion of all core courses or with the consent of the Dean.)

Finance

FIN 235  5 Credits

Principles of Business and Personal Finance
This course introduces students to the concepts of personal financial management. This course will cover personal financial management, money management, debt and income, use of credit, credit reporting, saving and investing, and basic identity theft prevention.

History

HIS 220  4 Credits
American Civilization
This course covers the history of the United States from the American Revolution to the present. Emphasis is on the economic, political, and social development of our country.

HIS 225  5 Credits
American History
This course covers American history from colonization to the present. Emphasis is on the relevance of cultural, economic, political, and social developments in the United States.

Human Resource Management

HRM211  5 Credits
Introduction to Human Resource Management
This course introduces the human resources management functions in organizations. Emphasis is placed on staffing; training and development; employee relations; workplace health, safety and security; compensation and benefits; and job analysis.

HRM 250  5 Credits
Workforce Management, Labor Issues, & Dispute Resolution
In this course, students are presented with institutional processes that maximize performance levels and competency for an organization. The course covers the activities needed to maintain a productive workforce, such as field service management, human resource management, performance and training management, data collection, recruiting, budgeting, forecasting, scheduling, and analytics. Students learn the principles of conflict resolution, and the techniques for productive conflict management.
HRM 340  5 Credits
Human Resources Training & Development
This course provides students with an overview of the role of training and development in human resource management. The key elements covered include needs analysis, program design, development, administration, delivery, and program evaluation. Other topics include adult learning theory, transfer of training, career planning, counseling, training techniques, and trends in training.

HRM 450  5 Credits
Information Systems Security
This course focuses on identifying, tracking, and analyzing computer security, and the use of existing cryptographic schemes, message authentication schemes, public-key encryption schemes, and identification protocols. Students will be introduced to the fundamental cryptographic tools used to identify the security needs of a system and use existing cryptographic mechanisms to secure organizational systems.

ISS 310  3.5 Credits
Information Security Management
This course focuses on the management of information technology security. Emphasis is placed on access control systems and methodology, business continuity and disaster recovery planning, legal issues in information system security, ethics, computer operations security, physical security, and security architecture using current standards and models.

ISS 320  3.5 Credits
Ethical Hacking
This course teaches students how to think and act like a hacker in order to identify weaknesses in networks before malicious intruders can take advantage of them. Emphasis is placed on the methodologies and the tools used by hackers, as well as the ethics of white-hat hacking and present reports on evidence of weaknesses and assurances that information systems security controls are in place.

ISS 420  3.5 Credits
Introduction to Cryptography
This course focuses on modern cryptography and security. Emphasis is placed on various cryptographic tools like symmetric and public-key encryption schemes, signature schemes, message authentication schemes, and identification protocols. Students will be introduced to the fundamental cryptographic tools used to identify the security needs of a system and use existing cryptographic mechanisms to secure organizational systems.

ISS 430  3.5 Credits
Computer Forensics
This course focuses on identifying, tracking, and prosecuting cyber-crime. Emphasis is placed on ethics, professional responsibility, and chain of command when a computer crime is investigated. Additional topics include advanced techniques in computer investigation and analysis, computer hacking, forensic investigation, and computer intruder profiling with interest in generating potential legal evidence. Students are exposed to the process of detecting attacks and collecting evidence in a forensically sound manner.

Laboratory

LBT 282  5.0 Credits
Medical Aseptics and Clinical Procedures
This course introduces clinical, procedural skills, communication and professionalism for medical assistants in ambulatory patient care, including preparing and caring for patients during specialty exams. Students will review the aseptic protocols mandated by OSHA, emphasizing asepsis, sterilization of equipment, care of surgical instruments, and recording vital signs, and basic pharmacology and administration of medications, including injections. Students will practice specimen collection and perform CLIA-waived tests. Students will also review the role of medical assistants in minor surgical procedures and patient treatments. Satisfactory performance will be measured with national and community practice standards for Medical Assisting.

LBT 296  5 Credits
Phlebotomy and Laboratory Procedures
This course is focused on the education and practical administration of procedures and protocols related to phlebotomy and other hematological related procedures within an appropriately equipped lab. Students are presented the fundamentals of the purposes, techniques, and recording of diagnostic laboratory procedures commonly performed: Emphasizes patient preparation for diagnostic studies, preparation of specimens for laboratory study, and safety measures.

MAN 103  4 Credits
Management Principles
This course is an introduction to the basic principles of management as it applies to formal organizations. Students are introduced to the importance of effective management within organizations. The traditional management framework is used to provide essential skills in planning, organizing, staffing, directing, and controlling.

MAN 111  5 Credits
Introduction to Business & Job Search Skills
This course introduces students to essential areas and functions of business. Additional topics include networking and job search strategies.

Phlebotomy and Laboratory Procedures
This course focuses on the fundamentals of the purposes, techniques, and recording of diagnostic laboratory procedures commonly performed: Emphasizes patient preparation for diagnostic studies, preparation of specimens for laboratory study, and safety measures.
MAN 113  5 Credits  
Management Principles & Professional Success  
An introduction to the basic principles of management. Students are introduced to the importance of effective management within organizations. The course will cover professional success fundamentals.

MAN 115  5 Credits  
Marketing & Business Etiquette  
This course introduces students to the activities necessary to attract, gain, and retain a target audience. The course will cover product, people, place, price, and promotion. Addresses professional appearance, quality work relationships, and personal skills in business etiquette.

MAN 205  5 Credits  
Supervision, Conflict, Negotiations, and Accountability  
The course focuses on skills and competencies of effective supervision. It is designed to provide the framework and foundation of what it takes to be a first-line supervisor. This course reviews the importance of employee coaching, performance reviews, and organizational change management. This course introduces students to workplace conflict resolution. The course will cover negotiation strategies for managing workplace harassment and violence.

MAN 210  4 Credits  
Entrepreneurship  
This course is a career-related overview of business startups, idea identification, value proposition, and competitive advantages in a student's area of specialization. Students will be able to identify and evaluate new business ideas, learn how to prepare and evaluate business plans, and identify capital sources for new ventures.

MAN 215  5 Credits  
Entrepreneurship, Motivation, Leadership, and Teams  
This course is an introduction to business start-ups and competitive advantage in the business market. The student will be able to identify and evaluate new business ideas, identify capital sources for new entrepreneurial ventures, and elements of a business plan. Students will learn about resources for business plan development. The student will be introduced to basic leadership styles and employee motivation.

MAN 223  4 Credits  
Internet Commerce  
Introduces Internet commerce basics and focuses on business concepts and applying technology in order to be successful. Other topics include globalizing a company, marketing and advertising, market trends, vendor solutions, credit card verification systems, security auction technologies, storefronts, and overall technology architecture. Students will learn to utilize Internet commerce solutions from process re-engineering to deployment and testing.

MAN 225  5 Credits  
Project Management  
In this course, students examine the aspects of project management. Emphasis will be placed on project management topics such as project management practices, planning, internal and external communication, monitoring, budgeting, scheduling, completion, and project management information systems.

MAN 230  4 Credits  
Advertising Principles  
This course presents a general introduction to advertising, its function, and role within the business world. Students learn advertising techniques and how to develop an advertising plan.

MAN 234  5 Credits  
Business Law & Ethics  
This course surveys the various legal issues that impact the business environment. The course will help students gain understanding into the American legal system. Students will be introduced to the concept of ethics in the workplace and social responsibility. The course will cover the impact of ethics in personal and professional situations along with ethical decision-making, workplace diversity, and politics.

MAN 235  5 Credits  
Advertising Fundamentals & Strategies  
This course introduces students to advertising and its function and role within the business world, and its effect on society. The course will cover advancements in, and impacts from, technology and social media. Students learn advertising techniques and how to develop an advertising plan.

MAN 301  5 Credits  
Business Communication  
This course deepens the students' understanding of business and professional communication. Students will explore strategies for communication as a management tool, including rhetorical choices for diverse audiences. The student will practice developing effective oral and written messages.

MAN 325  5 Credits  
Operations Management & Problem-Solving  
This course emphasizes the best practices of operations management. Students will analyze the concepts, principles, and risks of operations management, both for manufacturing and service operations. Students will also explore core problem-solving techniques.

MAN 333  4 Credits  
Marketing Strategies  
This course provides a comprehensive examination of the major components of marketing strategy and how they affect a company's profitability and marketplace position. Core elements are integrated to create a cohesive marketing strategy within the context of an effective overall business strategy. Emphasis is placed on the competitive dynamics and on the integration of marketing strategy into the overall business strategy. Additionally, this course provides the framework for analyzing customer preferences and enhancing customer relationships while building and managing brand equity with effective market communication.

MAN 336  5 Credits  
Retail Marketing Organization and Processes  
This course overviews the general principles regarding the organization of retail stores and effective merchandising. Topics include distribution channels, promotion, pricing, merchandise management, store management, and customer service. Students will also cover non-store retailing.

MAN 335  5 Credits  
Strategic & Operational Management Planning  
This course addresses the principles of business planning. Topics including both strategic planning and long- and short-term operational planning. Students will explore differences in tactical and strategic planning and how the two complement each other. Students will develop elements of a strategic plan for a business.
MAN 435  5 Credits
Sales & Customer Relationship Management
This course is designed to help students develop a working understanding of selling processes and sales management. Topics include strategy, prospect planning, account management, negotiation and professional communication.

MAN 436  4 Credits
Selling and Sales Management
This course is designed to help students develop a working understanding of selling processes and sales management. Topics include strategy, sales program planning, account management, sales force organization, training, and leadership. Upon completion, students will be able to organize and manage a sales force and accounts, train personnel, use ethical leadership, and apply best practices in sales.

MAN 440  5 Credits
Organizational Design, Evolution and Change Management
This course focuses on developing strategies and structures that impact organizational design and change. Students will review the effective elements of an organization, and organizational design in small, mid-size, and large organizations. This course examines the design, development, culture, and change management of organizations.

MAN 443  4 Credits
Organizational Design and Change
Focuses on developing strategies and structures that align organizations with their industry environments. Adapting to changes in technology, power structures, and competition is studied as well as planning and implementing changes in internal systems and processes.

MAN 445  5 Credits
Human Resource Standards, Strategy & Management
The course outlines the functions of members in a human resources (HR) department. Students will review how HR impacts strategic management, recruiting, performance management, and ethical standards. Students will also examine various federal laws and regulations that impact an employee’s job search, and discuss how organizations hire.

MAN 455  5 Credits
International Business Management
This course addresses how legal issues, and financial and political environments can impact the global management. Students will review the challenges in conducting import and export activities, as well as how cultural differences may affect business relationships and strategies.

MAN 499  5 Credits
Business Capstone
Students will prepare a formal proposal in one of the following areas: accounting, sales and marketing, operations management, human resource management, or banking and finance. Once the proposal is approved, the student will prepare an original paper of research and analysis utilizing appropriate APA format. The student will then present findings and conclusions to an approved audience. (Students may select an experiential learning opportunity with Dean approval of both a location and project.)

Marketing

MKT 210  4 Credits
Introduction to New Media Marketing
This course focuses on using social media for competitive advantage, effectively managing and integrating social media into the marketing mix. Emphasis is placed on combining persuasive marketing with technology to influence human behaviors and attitudes that guide socially interactive marketing strategies. New media marketing puts social media to work for business. The course also explores social media’s strongest existing strategies: viral marketing, social networking, mobile marketing, online communities, wikis, and blogs. (Prerequisite: MAN 105 or with the consent of the Dean for the Business Administration, New Media Marketing emphasis)

MKT 235  5 Credits
Technology in Marketing and Branding Strategy
This course will explore a range of digital marketing methods, with an emphasis on increased understanding of capabilities, pros and cons, and digital marketing best practices. The course will explore the history of the Internet and how it has changed business, marketing, and communication. Students will learn strategies for positive customer experiences online and digital customer retention.

MKT 260  5 Credits
Marketing Channels
This course provides an overview of the general principles regarding sound merchandising. This course provides students with the opportunity to analyze, design, and evaluate various marketing channel structures and decisions. Topics include channels, including wholesale, retail, and Internet; developing and managing marketing channels, and electronic and franchise marketing channels. Upon completion, students will be able to identify the most applicable channel(s) for marketing based on the product or service.

MKT 310  4 Credits
Influence and Persuasion in Business
This course examines models of influence for leveraging behaviors for rapid and profound change. Topics include how to become a trusted opinion leader and effectively access markets. Upon completion, students will be able to apply the behavioral and communication skills needed for driving persuasive change.

MKT 340  5 Credits
Brand Marketing Strategy
This course provides a comprehensive examination of the major components of marketing strategy and how they affect a company’s profitability and marketplace position. Additionally, this course provides the framework for analyzing customer preferences and enhancing customer relationships while building and managing brand equity with effective market communication by outlining processes in building and sustaining inspired brands. Topics include branding fundamentals, branding strategies, and new branding applications. Upon completion, students will be able to distinguish between brand equity and brand value, identify key factors in managing an established brand, and discuss the key components in extending a brand.

MKT 350  5 Credits
Consumer Behavior
This course focuses on internal and external factors that influence consumer decision-making, including how technological and social trends of recent years have affected marketing communications by necessitating new communication strategies, innovative advertising approaches, and novel delivery tools. Topics include motivation, memory, attitude, and culture within the context of buyer behavior, as well as branding, market
Students learn graphing, numerical sets, expressions, formulas, and solving equations. This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities.

**MAT 101 5 Credits**  
Medical Terminology  
This course introduces students to the terminology used in the medical field by first identifying and defining prefixes, suffixes and root words from their Greek and/or Latin origins and identifies acceptable abbreviations. Emphasizes the further understanding and use of standardized terminology and approved abbreviations in relation to its role in medical documentation and use by third party payers. Completion of this course provides students with mastery of medical terminology and its use and significance in permitting effective communication in the medical field.

**MAT 113 5 Credits**  
Vital Signs, Emergencies, and Cardiopulmonary Procedures  
This course provides instruction in taking patients' vital signs: blood pressure, pulse rate, respiratory rate, temperature, height, and weight. Through the completion of the program, CPR and First Aid certification instruction/training are obtained. This course also introduces students to electrocardiography diagnostic processes that record the electric activity of the heart. Students are presented with an overview and the purposes of electrocardiography devices and how to safely use such devices. Upon completion of this course, students will have a more informed understanding of cardiopulmonary devices and procedures.

**MED 110 5 Credits**  
Introduction to Healthcare Documentation, Law, and Ethics  
This course introduces communication and professionalism for medical assistants in ambulatory patient care setting. Students learn the fundamentals of medical office procedures, including patient reception, privacy and confidentiality, appointment scheduling, financial record keeping, insurance billing and work schedule coordination. This course provides experience in processing records for outpatient settings using a medical office software program. This course also addresses ethical and legal requirements in a healthcare setting.

**MED 115 5 Credits**  
Medical Coding  
This course introduces students to CPT (Current Procedural Terminology), ICD-10 (International Classification of Diseases 10th revisions) and HCPCS (Health Care Procedure Coding System). This course will explore the clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Within this course the student will learn to code through reference books and electronic format in order to complete medical insurance forms and insurance filing. Students will learn to properly fill out insurance forms and understand electronic claim submission. Students also learn about different health insurance programs, government programs, and managed-care programs.

**MED 215 5 Credits**  
Medical Coding  
This course introduces students to CPT (Current Procedural Terminology), ICD-10 (International Classification of Diseases 10th revisions) and HCPCS (Health Care Procedure Coding System). This course will explore the clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Within this course the student will learn to code through reference books and electronic format in order to complete medical insurance forms and insurance filing. Students will learn to properly fill out insurance forms and understand electronic claim submission. Students also learn about different health insurance programs, government programs, and managed-care programs.

**MED 285 5 Credits**  
Musculoskeletal, Nervous, and Integumentary Systems  
This course covers the structural organization and the major organs of the human musculoskeletal, nervous, and integumentary systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic & treatment modalities.

**MED 286 5 Credits**  
Cardiac and Respiratory Systems  
This course covers the structural organization and the major organs of the human cardiac and respiratory systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic & treatment modalities.

**MED 287 5 Credits**  
Endocrine, Urinary, and Reproductive Systems  
This course covers the structural organization and the major organs of the human endocrine, urinary, and reproductive systems. Normal
function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic & treatment modalities.

**MED 288 5 Credits**  
**Lymphatic, Immune, and Digestive Systems**  
This course covers the structural organization and the major organs of the human lymphatic, immune, and digestive systems. Normal function of each system, disease and disorders related to each system, and pertinent diagnostic and treatment protocols will also be covered. Upon completion, students will understand gross anatomy of these systems, manifestations of diseases and disorders relative to these systems, and diagnostic & treatment modalities.

**MED 410 4 Credits**  
**Research in Health Science**  
This course provides students with a structured process to evaluate the health research literature. The course demonstrates the components that go into a meaningful study and teaches students to identify clues to potential study flaws. Students also learn ways to apply solid evidence in the health sciences.

**Microcomputer Systems**

**MCS 101 3 Credits**  
**Computer Servicing I**  
This course introduces the proper procedures for assembly and disassembly of a computer system, software, and components. Safety concepts and procedures are covered, including electrostatic discharge (ESD) and electrical shock hazards. Students are introduced to the proper tools necessary to assemble and disassemble a computer. Cables and connectors are identified and case styles are covered. In this course, a student will disassemble a computer and identify all components. The student will then properly assemble the computer and verify proper operation.

**MCS 102 3.5 Credits**  
**Computer Servicing II**  
This course focuses on diagnosis and repair of computer systems. Passive and preventive maintenance procedures are studied. This course also includes theory and practice in upgrade and configuration of computer systems, including addition of memory, pointing device interfacing, hard drives, printers, modems, and multimedia upgrade kits. (Prerequisite: MCS 101 or with the consent of the Dean.)

**MCS 215 3.5 Credits**  
**Server Administration I**  
This course helps prepare students for the Microsoft certification exam. Topics include working with disks, accounts, system resources, and virtualization. Upon completion, students will be able to install, upgrade, and configure Windows Server. (Prerequisite: OPS 101 or with the consent of the Dean.)

**MCS 315 3.5 Credits**  
**Server Administration II**  
This course helps prepare students for the Microsoft certification exam. Topics include implementing, managing, maintaining, and provisioning services and infrastructure. Upon completion, students will have the skills and knowledge necessary to administer a Windows Server infrastructure in an enterprise environment. (Prerequisite: MCS 215 or with the consent of the Dean.)

**MCS 415 3.5 Credits**  
**Server Administration III**  
This course helps prepare students for the Microsoft certification exam. Topics include advanced administration for disaster recovery/fault tolerance, network load balancing, clustering, and certificate services. Upon completion, students will be able to show mastery of advanced configuration tasks necessary to deploy, manage, and maintain Windows Server infrastructure in an enterprise environment. (Prerequisite: MCS 315 or with the consent of the Dean.)

**Networking**

**NET 103 3.5 Credits**  
**Networking Concepts I**  
Introduces networking concepts, history, and technology. Students learn vocabulary and network terminology and are trained to identify components of a network. Different types of topologies and protocols are covered.

**NET 104 3.5 Credits**  
**Networking Concepts II**  
Introduces wireless standards, remote access, and WAN technologies. Students will understand threats, firewalls, and basic security in small networks and learn to monitor and manage network operations. Students will learn the process of troubleshooting and documentation. (Prerequisite: NET 103 or with the consent of the Dean.)

**NET 215 3.5 Credits**  
**Security Concepts I**  
This course concentrates on general security concepts, communication security, infrastructure security, basics of cryptography, and operational/organizational security.

**NET 315 4 Credits**  
**Security Concepts II**  
Covers implementing and administering security on a server. (Prerequisite: NET 215 or with the consent of the Dean.)

**NET 321 3.5 Credits**  
**Network Communications I**  
Examines switch and router communications and configurations. Students learn network types, network media, switching and routing fundamentals, TCP/IP, IP addressing and routing, WAN technologies, operating and configuring switch and router operating systems, and managing network environments. (Prerequisite: NET 104 or with the consent of the Dean.)

**NET 324 3.5 Credits**  
**Network Communications II**  
Students select, connect, configure, and troubleshoot various switch and router networking devices. Concepts include extending switched networks with VLANs, determining IP routes, managing IP traffic with access lists, establishing point-to-point connections, and establishing frame relay connections. (Prerequisite: NET 321 or with the consent of the Dean.)

**NET 335 3.5 Credits**  
**Cloud/Mobile Computing Concepts**  
This course introduces students to mobile and cloud computing concepts. Emphasis is placed on communication issues in ad-hoc and infrastructure networks as well as communication properties, protocols, data formats and concrete technologies. Additional topics include supporting hardware, devices, and components.
NET 403  3.5 Credits  
Network Communications III

Students explore and examine advanced switching, access control lists, IP routing, and will learn to troubleshoot routing. (Prerequisite: NET 324 or with the consent of the Dean.)

NET 404  3.5 Credits  
Network Communications IV

Students will configure and verify Frame Relay, utilize advanced TCP/IP techniques, and describe security threats. This course concludes with the CCNA practice Certification Exam. (Prerequisite: NET 403 or with the consent of the Dean.)

NET 424  3.5 Credits  
Information Storage I

In this course, students examine and explore Information Storage concepts, the data center environment, RAID systems, and Intelligent Storage Systems. Students also examine and explore Fiber Channel Storage Area Networks (FC SANs), IP SANs, Network Attached Storage (NAS), and object-based storage. (Prerequisite: NET 324 or with the consent of the Dean.)

NET 425  3.5 Credits  
Information Storage II

Increases students' knowledge of Information Storage Networks. Introduces the in depth concepts of Business Continuity, backup and archive, local replication of data, remote replication of data, cloud computing, storage security, and information storage management tasks. (Prerequisite: NET 424)

NUR 1116  4 Credits  
Pathophysiology

Studies pathophysiological etiology and mechanisms that cause disease and alter physiological control and function of organs and organ systems. Emphasizes the gross histopathological and physiological alterations that occur in various disease states.

NUR 1117  4 Credits  
Microbiology for Nursing

An introduction to microorganisms, their biology, and their relationships to health, technology, and the environment, with practical applications.

NUR 1118  5 Credits  
Pharmacology Principles For Nursing

Focuses on knowledge and skills necessary for safe and therapeutic drug therapy. Emphasis is placed on drug identification and classification, pharmacological actions, side effects, appropriate dosing and calculations, drug interaction, basic treatments used by the nurse, guidelines for use of drugs, as well as the legal and ethical considerations of pharmacology.

NUR 1119  13 Credits  
Fundamentals in Nursing

This 12-week course deals with the care of the aging client, caring through the lifespan, and clients with special needs. Human Flourishing will be addressed using Evidence-base Practice (EBP) and applying this to the health of the individual, family and the community. Patient-Centered Care (PCC) of the aging adult is addressed by emphasizing nursing skills such as health assessment, stress and coping, and basic nursing skills; basic human needs such as hygiene, comfort, and activity, as well as skills in oxygen therapy, post-surgical care, palliative care, orthopedic measures, diagnostic procedures, and other skills to aid the patient in meeting basic human needs. The way care is administered to the patient is found in the health care delivery systems, continuity of care, and home health chapters. Professional Identity and Values are included in the introduction to and history of nursing.

NUR 1140  5 Credits  
Maternal-Newborn Nursing

This 8-week course builds on the concepts of previous nursing courses with emphasis on utilizing the Nursing Process in dealing with women's health focus during childbearing years, antepartum, intrapartum, postpartum, and the health of newborns. Students will explore the concepts of health promotion, disease prevention, and alterations in health related to women in these phases and the newborn infant. Emphasis is on whole person care of the client. Management and planning of the Nursing Process will include concepts from a variety of culturally diverse settings to include nursing in the community. (Prerequisite: NUR 2120 or with the consent of the Dean.)

NUR 1150  5 Credits  
Pediatric Nursing

This 8-week course builds on previously mastered medical-surgical content with an application to the pediatric population. It provides a strong knowledge base to assist the student in the development of critical thinking skills. Emphasis is placed on common issues and pediatric-specific content. The course includes nursing care plans that summarize issue- or system-related content. Nursing process is discussed with each disorder with an emphasis on health promotion. We will also learn full head-to-toe assessment techniques during the SIM LAB portion of the course. You will need to pass off the assessment skills in the SIM LAB. Prerequisite: (NUR 1140 or with the consent of the Dean.)

NUR 2120  11 Credits  
Medical-Surgical Nursing

This 12-week course is designed to provide a comprehensive overview as well as examination into critical concepts related to medical-surgical nursing. The students will be exposed to numerous health problems that are commonly found nationally as well as worldwide. These health problems will be described in pathophysiological detail and further expounded upon to provide an emphasis of the dynamic nursing roles needed to care for individuals with complex health conditions. Mobilizing key aspects of the nursing process, students will begin to understand the correlation of disease management through the collaborative approach of the nursing/medical team. Skills include a head-to-toe physical assessment, pharmaceutical interventions, medical-surgical care modalities that address the care of the medical-surgical client. Prerequisite: (NUR 1119 or with the consent of the Dean.)
NUR 2140  5 Credits
Mental Health Nursing
This 8-week course uses the biopsychosocial model to provide a contemporary holistic framework for delivering nursing care to individuals and families living within tumultuous societies. An emphasis on the recovery model is presented throughout the course materials. Current advances in psychiatric care, psychiatric nursing care, and nursing education are presented. (Prerequisite: NUR 1150 or with the consent of the Dean.)

NUR 2220  11 Credits
Advanced Medical-Surgical Nursing
This 8-week course provides an understanding of the nurse's role in health and illness within evolving practice environments and across the spectrum of health and illness. The course expands on the use of the nursing process when caring for critically ill patients, and will address nursing care issues from a physiologic, pathophysiologic, and psychosocial context. The nursing skills addressed in this class will include: comprehensive head to toe physical assessment, advanced pharmaceutical interventions, advanced medical-surgical care modalities, advanced use of clinical technology, and other specialty care areas that address the care of the medical-surgical client. Nursing students will advance in their roles as provider of care, manager of care, and a member of the discipline of nursing using up-to-date knowledge to apply critical thinking and clinical reasoning. (Prerequisite: NUR 2140 or with the consent of the Dean.)

NUR 2221  2 Credits
Leadership & Management in Nursing
The first three weeks of this 8-week course builds on previously mastered medical-surgical content with an application to leadership and management. It provides a strong knowledge base to assist the student in the development of critical thinking skills. Emphasis is placed on common leadership and management issues. The remaining five weeks of the course will be utilized for NCLEX review and HESI preparation. (Prerequisite: NUR 2220 or with the consent of the Dean and is taught concurrently with NUR2221.)

NUR 2250  4 Credits
Nursing Practicum
This 8-week course is the preceptorship for the students. The student will work with a nurse in the clinical setting. The student will follow the nurse and learn the routine of being a professional nurse. By the end of the preceptorship, the student should be able to do the normal duties of the nurse with minimal supervision. The student should be able work independently in the clinical setting and work as a professional. The student will follow the code of ethics, work within her scope of practice, use critical thinking skills, use effective communication skills, coordinate patient care with other healthcare team members and disciplines, demonstrate professional behavior, and be a mentor to others, while incorporating evidence-based research into patient care. (Prerequisite: NUR 2220 or with the consent of the Dean and is taught concurrently with NUR2250.)

Operating Systems

OPS 101  4 Credits
Introduction to Operating Systems
This course helps prepare students for the Windows certification exam. Topics include installing and upgrading Windows as well as configuring hardware, applications, and network connectivity. Upon completion, students will be able to perform configuration and support for computers, devices, users, and associated network and security resources.

OPS 113  3.5 Credits
Linux Operating Systems I
This course is an introduction to the Linux operating system. Topics include X Window system, clients, networking, the shell, and scripting. Upon completion, students will be able to install, configure, and administer the Linux operating system locally and remotely. (Prerequisite: OPS 101)

OPS 213  3.5 Credits
Linux Operating Systems II
This course covers advanced concepts of the Linux operating system. Topics include installation, management, configuration, security, documentation, and hardware of the operating system. Upon completion, students will be able to demonstrate proficiency with all topic areas in a hands-on environment. (Prerequisite: OPS 113 or with the consent of the Dean.)

OPS 217  3.5 Credits
General Operating Systems
This course addresses advanced concepts in the installation, configuration, management, and security of a selected server operating system. Students learn to configure and manage advanced network services in a hands-on environment, using Windows Active Directory. Planning, documentation, troubleshooting, and security concepts are covered. (Prerequisite: OPS 101 or with the consent of the Dean.)

OPS 303  3.5 Credits
Apache Web Server
This course expounds on previous Linux concepts and provides new content on Apache Web Server. Topics include installing and configuring virtual machine software, Ubuntu Server, and Virtual Hosts. Upon completion, students will be able to install and configure Apache Web Server on Windows Server. (Prerequisite: OPS 113 or with the consent of the Dean.)

OPS 304  3.5 Credits
Electronic Communication Management
Covers the installation, configuration, and administration of electronic communication. Students learn about electronic communication in a network environment, how to configure electronic communication for a group of users, and common administration tasks. (Prerequisite: NET 103 or NET 104, or with consent of the Dean.)

Pharmacy

PHR 155  5 Credits
Pharmacology and Injections
Topics presented in this course include drug classifications, measuring medications and dosage calculations, administering medications, injections, and documentation requirements related to each topic area. Instruction includes occupational math and metric conversions, use of PDRs and related medical books. Common abbreviations used in prescription writing and related legal implications/requirements are also presented. The professional role of the MA in patient education and the rights related to medication administration are additional topics addressed in the course. Upon completion of this course, students will be more informed and knowledgeable about medications, in general, and about the appropriate and legal administration of medications.

Philosophy
**Critical Thinking**

*PHI 210  4 Credits*

This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

**Logic**

*PHI 260  4 Credits*

This course has a focus on Logic and the biases by which we are governed. Students will learn about and recognize the various fallacies found in their world. This course will challenge students to reason deductively and inductively, for and against rational behaviors.

**Critical Thinking**

*PHI 315  5 Credits*

This course is designed as an interdisciplinary approach to critical thinking in a modern world. This course will challenge students to learn how to reflect, identify previous assumptions, and be able to analyze and apply common problem-solving techniques associated with the task of thinking critically and challenging the everyday norms.

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**Programming**

*PRG 101  3.5 Credits*

**Solution Concepts**

Introduces students to project management. Topics include analysis of business requirements, development and deployment cycles, creating project plans for successful delivery, implementation of risk management techniques and mitigation strategies, scheduling task cycles, and implementing monitoring tools and controls to track project progress.

*PRG 102  3.5 Credits*

**Programming Logic and Design I**

Introduces elementary programming concepts. Areas of study include an introduction to the history of programming and programming languages, flow charts, and logic structures.

*PRG 103  3.5 Credits*

**Programming Logic and Design II**

Structures and constructs are explored and applied as students increase their knowledge of programming concepts. Students expand on their knowledge of data types and the use of variables in programming. Students will be introduced to Integrated Development Environments (IDE) and different programming languages. Students will also learn to build applications in an IDE. (Prerequisite: PRG 102)

*PRG 111  3.5 Credits*

**Web Page Programming I**

This course introduces students to basic web programming languages and concepts. Topics include HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to construct documents to create a website.

*PRG 140  3.5 Credits*

**Database Programming I**

Students are introduced to the fundamentals of Structured Query Language. This course focuses on the basic techniques of SQL as it applies to data retrieval and manipulation.

*PRG 204  3 Credits*

**Programming Concepts I**

Students demonstrate coding, debugging, and troubleshooting techniques using common programming languages. Students become familiar with a software development environment and tools for creating working programs. (Prerequisite: PRG103)

*PRG 205  3 Credits*

**.NET Programming I**

This course introduces students to the .NET framework. Students will use a selected programming language to learn and implement common programming concepts. Students also become familiar with a .NET integrated development environment (IDE).

*PRG 240  3 Credits*

**Database Programming II**

Expands student knowledge of database concepts utilizing best practices. Students write web applications with full database connectivity features. (Prerequisite: PRG 140 or with the consent of the Dean.)

*PRG 249  3.5 Credits*

**Web Page Programming II**

This is an intermediate course on web development that builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, intermediate HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to enhance the creation and management of websites. (Prerequisite: PRG 111 or with the consent of the Dean.)

*PRG 250  3 Credits*

**Web Page Programming III**

This is an advanced course on web development that builds on students' knowledge of web programming languages and concepts. Topics include CSS, JavaScript, advanced HTML tags, elements, images, lists, tables, links, and multimedia. Upon completion, students will be able to master their creation and management of websites. (Prerequisite: PRG 249 or with the consent of the Dean.)

*PRG 301  3.5 Credits*

**Software Testing**

In this course students explore and examine the advanced concepts of current software testing practices including how to structure a software testing project, methods for testing software and how to report results. Students will participate in a software testing project.

*PRG 305  3.5 Credits*

**Software Security**

This course will familiarize students with current software vulnerabilities and methods to safeguard against attacks. Students will write programs with an emphasis on security and allow them to implement best security practices.

*PRG 310  3.5 Credits*

**Web Server Programming I**

Introduces the students to fundamentals of dynamic web application programming Server Components and ADO, client server-side applications, de-bugging, security, scripting, data validation, cookies, and cross-browser compatibility are discussed. (Prerequisite for Computer Science: PRG 204; for Web Design and Development: PRG 102 or with the consent of the Dean.)

*PRG 312  4 Credits*

**Systems Analysis and Design**

In this course students explore and examine the process of identifying and developing systems to meet the needs of end users. Topics covered include requirements gathering, feature identification, logical and physical design.
PRG 314  3.5 Credits
User Interaction Design
In this course students analyze concepts of user interaction and methodology. Students will use what they learn to design the user interaction for software and web and mobile applications.

PRG 321  3.5 Credits
.NET Programming II
This course expands students' knowledge of object-oriented programming concepts and enhances their ability to create programs using the .NET framework. This course also includes Windows programming concepts. (Prerequisite: PRG 321 or with the consent of the Dean.)

PRG 322  3 Credits
.NET Programming III
This course gives students the opportunity to practice the concepts taught in .NET Programming I and II. Students will complete the course with a .NET application that can be used as part of their career portfolio. (Prerequisite: PRG 321 or with the consent of the Dean.)

PRG 330  3.5 Credits
Mobile Applications Development I
In this course students explore and examine the advanced concepts of programming mobile applications. Students will learn how to configure the mobile development environment and build basic applications for mobile devices.

PRG 335  3 Credits
Mobile Applications Development II
This course expands students' knowledge of mobile applications development. Students will design, code, and publish a working mobile application that can be used as part of their career portfolio. (Prerequisite: PRG 330 or with the consent of the Dean.)

PRG 340  3.5 Credits
Database Programming III
In this course students explore and examine the advanced concepts of Structured Query Language (SQL) concepts and Procedural Language (PL)/SQL. Students will learn to install and configure an Oracle database. Students will also learn database automation techniques, including triggers, functions, and stored procedures. (Prerequisite for Computer Science: PRG 240; for Web Design and Development: PRG 140 or with the consent of the Dean.)

PRG 343  3.5 Credits
Database Programming IV
This course gives students the opportunity to practice the concepts taught in Database Programming I, II, and III. Students will complete the course with a completed database that can be used as part of their career portfolio. (Prerequisite: PRG 340 or with the consent of the Dean.)

PRG 351  3.5 Credits
Object Oriented Programming I
In this course, students will learn to program in an object oriented programming environment. Topics covered include objects, classes, fields, functions, and class scope.

PRG 410  3.5 Credits
Web Server Programming II
This course expands students' understanding of server-based Web application programming. Students will build more robust Web-based applications that contain Web controls, connect to databases, and maintain application session state. (Prerequisite: PRG 310 or with the consent of the Dean.)

PRG 412  3 Credits
Web Server Programming III
This course gives students a chance to focus their efforts on a specific Web application that will require outside research and learning. Students will complete the course with a Web application that can be used as part of their career portfolio. (Prerequisite: PRG 410 or with the consent of the Dean.)

PRG 422  3.5 Credits
Programming Concepts II
This course continues students' examination and exploration of the software development process. Students will create larger and more sophisticated software applications. Students will continue to develop tier skills in developing, debugging, documenting and troubleshooting programs they have written. This course will also focus on object-oriented programming concepts. (Prerequisite: PRG 204 or with the consent of the Dean.)

PRG 423  3 Credits
Programming Concepts III
This course builds upon the concepts taught in Programming Concepts I. It addresses common program design issues that require the use of standard data structures, sorting algorithms, and search algorithms. (Prerequisite: PRG 422 or with the consent of the Dean.)

PRG 451  3.5 Credits
Object Oriented Programming II
This course expands on object-oriented programming concepts. Topics covered include modularity, inheritance, polymorphism, overloading, and overriding. (Prerequisite: PRG 351 or with the consent of the Dean.)

RG 452  3 Credits
Object Oriented Programming III
This course gives students the opportunity to practice the concepts taught in Object Oriented Programming I and II. Students will complete an object-oriented application that can be used as part of their career portfolio. (Prerequisite: PRG 451, or with consent of the Dean.)

Psychology

PSY 203  4 Credits
Personal and Professional Relations
Covers factors that may affect the student's personal lifestyle, stress management, methods of coping, as well as accountability for personal actions and obligations. In addition, the impact of professional organizations and various health agencies and their effect on health delivery will be covered. Job seeking, employment retention, and CPR certification are also discussed.

PSY 220  4 Credits
Psychology
Explores the aims and methods of psychology. Concepts covered in the course include human behavior, learning theories, memory, and human development.

PSY 250  4 Credits
Positive Psychology
Explores emotional intelligence and its application in personal, professional, and communal relationships. Focus is on recognizing and improving emotional intelligence and developing a plan for self-management and implementation.

PSY 255  5 Credits
Psychology and Emotional Intelligence
This course explores the aims and methods of psychology. Students will learn about human behavior and human development. Students will also explore emotional intelligence and
its application in personal and professional relationships. The focus is on recognizing and improvement emotional intelligence. Upon completions, students will develop a plan for self-management and implementation.

Research

RAM 110 5 Credits
Research Application Methods
This course explores real world applications in statistics. Topics covered will be analyzing and creating graphs, survey techniques, preparing surveys and analysis of data. Emphasis will be placed on understanding the use of graphs, surveys and the importance of statistical analysis in a business setting.

Sociology

SOC 220 4 Credits
Sociology
This course addresses the relationships among different social institutions. It examines the dynamics in social groups. Topics covered include the concepts of control, inequity, and change within social groups.

SOC 240 4 Credits
World Cultures
This course is designed to provide students with a background on cultural intelligence and its relevancy in the workplace. Students will explore the various cultures they belong to and how these impact their perceptions. Students will also learn how self-efficacy and the concept of self-influence cultural intelligence. Student emphasis will focus on improving cultural intelligence skills to positively impact their personal and professional lives.

SOC 400 4 Credits
Sociology of Aging
This course contains an interdisciplinary approach that provides the concepts, information, and examples students need to achieve a basic understanding of aging as a social process. This course addresses a broad range of societal issues and covers concepts associated with an aging population. It examines the concept of aging on both an individual and societal level. Major topics include: the history of aging in America; physical aging; psychological aspects of aging; personal adaptation to aging; death and dying; community social services; how aging affects personal needs and resources; and government responses to the needs of aging.

Statistics

STA 322 4 Credits
Statistics
This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 220 or with the consent of the Dean.)

STA 325 5 Credits
Statistics
This course focuses on the practical skills needed in statistics analysis. Topics include distributions, relationships, randomness, inference, proportions, regression, and variance. Emphasis is placed on understanding the use of statistical methods and the demands of statistical practice. (Prerequisite: MAT 225 or with the consent of the Dean.)

Surgical Technologist

SUR 101 4 Credits
Anatomy, Physiology, and Terminology
Intermediate-level, surgically detailed continuing study of the anatomy and physiology of systems of the body. (Prerequisite: SUR 101 or with the consent of the Dean.)

SUR 102 3 Credits
Surgical Technology/ Patient Care Concepts
Surgical technologist’s job description and the surgical team member’s role in the hospital or surgical center. Surgical environmental hazards and personnel safety practices, using OSHA regulations and AORN recommended practices. Interpret ethical, moral, and legal responsibilities, assess patient needs, and learn pre- and post-operative routines. Identify and demonstrate proper handling, labeling, preserving, and storing of different types of specimens. Thermoregulatory devices, methods of hemostasis and blood replacement, principles of urinary catheterization, surgical use of laser technology, and management of emergency procedures. (Prerequisite: SUR 101 or with the consent of the Dean.)

SUR 201 4 Credits
Intermediate Anatomy and Physiology
Intermediate-level, surgically detailed continuing study of the anatomy and physiology of systems of the body. (Prerequisite: SUR 101 or with the consent of the Dean.)

SUR 203 3 Credits
Microbiology and Infection Control
Various theories, fields of study, and the historical development of the field of microbiology as well as introduction to the CDC Universal Precautions recommendations and OSHA’s Blood borne Pathogens standard. Use of the microscope as well as the structure, characteristics, and the life and death of different microorganisms. Host invasion, immune and general defense mechanisms. Physical and chemical methods used to protect patients and workers from invasion by pathogenic microbes, as well as how tissues react and are restored to normal function following trauma. This course also teaches related pathophysiology to surgical interventions, analyzing the relationship between cell pathology and disease, and examining hemodynamic disorders, inflammation, and infection.

SUR 204 3 Credits
General and Minimal Surgical Procedures
Surgical procedures performed in general surgery and in minimal access surgery. Instruments that are used interchangeably in different surgical procedures. Use of a laparoscope. Introduction to general surgical instrumentation of exposure of the anatomy, hemostasis, dissection, removal of tissue, and suturing. (Prerequisite: SUR 102 or with the consent of the Dean.)

SUR 205 3 Credits
Surgical Pharmacology
Conversion from the metric system to the apothecaries’ system and performance of basic mathematical calculations. Mixing, identifying, and measuring drugs for patient use through the guidance of the registered nurse, possible anesthetic complications, emergency procedures and the surgical technologist’s responsibility in an emergency situation. Proper handling of drugs, administration of anesthesia, and the surgical technologist’s limits and responsibilities in the area of medication administration. Clinical manifestations and emergency procedures.
SUR 206 3 Credits
Asepsis and the Surgical Environment

Concepts of asepsis, sources of contamination, and the principles of antisepsis and their application. Surgical conscience and principles of antisepsis and disinfection. Principles of the practice of aseptic technique, using AORN recommended practices. Operation of sterilizers, soaking instruments or scopes, and disinfecting the surgical suite. Surgical hand scrub, gowning, and gloving techniques. (Prerequisite: SUR 203 or with the consent of the Dean.)

SUR 207 3 Credits
Surgical Instrumentation and Supplies

Identification of basic instruments by type, function, and name, and demonstration of care, handling, and techniques of assembly. Proper preparation and handling of suture materials, stapling devices, and surgical equipment. Setting up the back table, circulating, and counting procedures. (Prerequisite: SUR 102 or with the consent of the Dean.)

SUR 208 3 Credits
Systematic Surgical Procedures I

Instruments and supplies used to perform various procedures of surgery dealing with genitourinary, obstetrics and gynecology, and orthopedics. Surgical procedures associated with each system. Trays and instrumentation needed to perform individual procedures. Various positions and forms of draping to accomplish these surgical procedures. (Prerequisite: SUR 207 or with the consent of the Dean.)

SUR 209 3 Credits
Systematic Surgical Procedures II

Instruments and supplies used to perform procedures of surgery, dealing with neurological, cardiology, and vascular surgery. Surgical procedures associated with each system. Trays and instrumentation needed to perform individual procedures, and various positions and forms of draping to accomplish these surgical procedures. (Prerequisite: SUR 207 or with the consent of the Dean.)

SUR 210 3 Credits
Sensory and Plastic Surgical Procedures

Ophthalmic surgical procedures; otorhinolaryngologic surgery; oral surgery; maxillofacial surgery; plastic and reconstructive surgery; breast surgery, relevant anatomy, indication for surgery, patient preparation, special equipment, tissue replacement material and supplies. Purpose and expected outcome and possible complications for the procedure specific to the body systems being taught. Patient preparation, draping, preparation of trays and instruments, and setting up equipment. (Prerequisite: SUR 207 or with the consent of the Dean.)

SUR 211 15 Credits
Clinical Externship and Practicum

460 hours of clinical externship working in the operating room suite of a hospital, ambulatory surgical center, or private physician’s office or clinic. Students are supervised very closely during this course by licensed professionals and preceptors and by the college’s clinical instructors. Students convene weekly for certification review, discussion, problem solving, and review of any areas of difficulty. Students receive regular evaluations of skills acquisition by the preceptors and college clinical instructors. Upon successful completion of SUR 211, students will be eligible to take the National Board of Surgical Technologist and Surgical Assisting examination for the Surgical Technologist. (Prerequisites: Satisfactory completion of all core courses and PSY 203 or with the consent of the Dean.)

SUR 222 3 Credits
Surgical Suite Operations

From an operations management view, the workings of the surgical suite are explored. From ordering of instruments and supplies to scheduling and staffing, the student becomes responsible for the efficiency of the surgical suite. Preoperative, intraoperative, and postoperative duties are discussed, as well as circulation duties during surgical procedures.

SUR 223 3 Credits
Surgical Robotics, Physics, and Electronics

The learner will identify and perform basic computer operating skills, as well as develop a basic understanding of electricity, physics, and surgical robotics.

SUR 224 3 Credits
Medical Surgical Nursing

Medical surgical nursing will be explored as related to ambulatory surgery, trends in surgery, anesthesia, and postoperative patient care/pain management.
Equipment – Programs

The following is a list of equipment typically found at each campus. The amount and type of equipment varies based on the size of the campus and the programs offered.

**Basic Clinical Equipment Inventory**

- Oxygen bottles
- Centrifuge with tubes
- Incubator
- Refrigerator
- IV stands with sample IV bag and tubing
- Suture removal instruments
- Probes
- Curretts
- Exam tables
- Pulmonary testing equipment
- Heart chart
- Vascular system chart
- Digestive system chart
- Male reproductive system chart
- Autonomic nervous system chart
- Female reproductive system chart
- Respiration system chart
- Muscular system chart
- AMBU bags (various sizes)
- Hand held suction with catheters
- Triangular bandages
- Blue pads
- 70% rubbing alcohol-dispensers
- Infant tape measure
- Metal vaginal speculum
- Biohazard waste cans
- Snellen eye chart
- Ishihara’s color chart
- Electric powered hospital bed
- Wheel chair
- Shower/camode chair
- Manual hospital bed
- Donated recliner
- Skeleton
- EKG machines
- Wall BP cuffs
- Med cabinets
- Portable shampoo tray
- Portable air tank
- Scale
- Auto clave
- Small fridge
- Automated hemoglobin A1C machine
- Automated coaguchek
- OSHA regulations hand-out
- CLIA regulations hand-out
- QA documentation form
- Hazardous materials classification labels
- MSDS sample data sheets
- CDC reportable disease forms
- Prepared slides of various bacteria
- Disposable gowns
- Glass slides
- Gram stain reagents
- Inoculating loops
- Media samplers
- Staining rack
- Antimicrobial susceptibility test discs
- 24-hour culture on agar
- Bacitracin disk
- Susceptibility testing disks
- Lab and requisition form
- Normal saline solution
- Specimen transport packaging
- Prepared slides of various normal and abnormal urine components.
- Sedi-stain

**Patient Exam Equipment Inventory**

- Metal vaginal speculum
- Tuning fork
- Reflex hammer
- Patient gowns
- Anal speculum
Mannequins Equipment Inventory

- Adult CPR mannequin
- Infant CPR mannequin
- OB mannequin
- Catheterization and enema mannequin
- Latex vein simular
- Latex arm (for injection and phlebotomy with simulated blood)
- Plastic anatomical skeletons

Emergency, First Aid, Vital Signs Equipment Inventory

- Stiff neck collars
- Epi-pen (discharged)
- Blackboards
- Splinting kits
- Mast pants
- Defibrillator (fully functional with trainer.)
- KED (kendrick extrication device)
- Hare traction splint
- 3 Sizes blood pressure cuffs (aneroid)
- Stethoscopes
- Double stethoscopes

Phlebotomy and Blood Work Equipment Inventory

- Glucometer
- Microspin centrifuge
- Butterfly winged infusion sets
- Hematocrit tubes
- Sealing clay
- Hemocue
- Microcuvettes
- Plastic HCT tubes
- Vacutainer 21 G needle
- Cholestoral testing equipment
- Capillary lancets with microlet lacing device
- Sharps containers
- Test strips
- Vacutainer multisample adapter
- Phlebotomy chairs
- Side tables

Radiology Equipment Inventory

- X-Ray view boxes
- Files of used X-ray films
- X-ray unit
- X-ray table
- Chest bucky
- Light box
- Lead aprons, blockers and shields
- Processor
- Lead film box
- Skeletons
- Phantoms

Surgical Technology Equipment Inventory

- Autoclave
- Scissors
- Forceps without teeth
- Hemostats
- Retractors
- Scapel( disposable)
- Sutures
- Sterilization pouch
- Surgical scrub brush/sponge
- Surgical blades
- Suture removal kit
- Stable removal kit
- Wound forceps
- Needle holders
- Nail clippers
- Metal sponge clamps
- Towel clamp
- Staple remover
- Knife handle

Mico Biology & Urinalysis Equipment Inventory

- Urometer
- Refractometer
- Microscopes
- Chlamydia collection kits
- HIV oral specimen
• Culture swabs
• Chemstrips 10
• Microscope slides
• Glucoscreen
• Inoculation loops
• Agar plates

Cardio Pulmonary Equipment Inventory
• Fully functional ECGs

IT Equipment Inventory
• Phones
• HP laptops
• Desktops
• Color inkjet printer
• 44” plot printer
• Monochrome printers
• Color laser printers
• Copy machines
• 32” TV
• 42” TV
• Switches
• Projectors
• DVD/VCR
• Interactive whiteboard module
• Scanner
• ID card printer
• Cash register
• Servers
• Uninterruptible power supplies
• Routers
• Intercom system
• 19” server cabinet
• 19” two-post rack for switches, routers, and patch panels
• Dell415r file servers
• Cisco 2901 ISR routers
• Cisco 24-port 100mb managed switches with power and Ethernet capabilities
• Cisco 10-port gigabit managed switches with power and Ethernet capabilities

Computer Repair and Maintenance Inventory
• Anti-static workbenches and seating
• Assortment of computers and laptops used for disassembly and repair practice
• A wide assortment of computer main boards, sound cards, video cards, network cards, keyboards, mice and other parts used to build and repair computers.

Equipment for Student Use
Equipment and training aids that are available to students include, but are not limited to, the following:
• Library of research materials
• Online resource library containing more than 120,000 articles and related materials
• Current industry periodicals
• Professional software for training
• Computer lab for individual and group work:
  • Computers, printers, and Internet access or laptops
  • Medical labs

Upon enrollment, all new students, receive a laptop to use when class starts and may keep it when they graduate at no additional charge.
Attendance

On Ground Attendance Policy

Attendance/participation is essential to a student’s successful completion of each course, including externship.

Students attending classes on campus are expected to be on time and maintain a high attendance rate.

Students who are absent or tardy are expected to make up the scheduled academic work.

Absences are recorded from the first day of the module, regardless of the reason for the absence. If a student needs to be absent from classes, he/she is expected to contact the instructor(s). Students may be asked for documentation concerning their absences.

Students absent without prior notification will be contacted by the college to ascertain the reason for the absence.

If the college is unable to reach a student directly, the college may contact references that the student previously provided to the college. If a student fails to return to class on or before the expiration of fourteen (14) days, then the student’s enrollment must be terminated.

For safety reasons, unattended children are not allowed on campus. No children, whether attended or unattended, are allowed in classrooms or labs during sessions.

AD Nursing Education Program

AD Nursing Education students are expected to attend every didactic class, SIM lab, and clinical assignment. In the event that a student must miss a day, the student must inform the instructor.

AD Nursing Education students may not miss more than one (1) day per course; this includes general education, science, nursing theory class, SIM lab, and clinical, or they may be failed from the program. If a student misses a day for a severe illness or emergency, then the student must notify and meet with the Dean of Nursing.

Surgical Technologist AOS Programs

Students are required to attend all classes, laboratories, and clinical sessions. In the event that a student must miss a day, then the student must inform the instructor. If a student misses a day for a severe illness or emergency, then the student must notify and meet with the Program Director.

Attendance is required for all clinical assignments. Students cannot change their clinical schedule without prior approval from the College. All absences must be made up within the current clinical rotation. Clinical tardiness is treated as an absence.

Attendance for 100% Onground Delivery Courses

Onground students who are absent during the first week of any subsequent module need to communicate with their instructor and discuss any issues that the student may have that will impede his/her success in that module.

Students attending classes 100% onground are expected to be on time and maintain a 75% attendance rate. Students who are absent or tardy are expected to make up the scheduled academic work.

Students who are absent more than 25% of any module will be sent a 25% Warning
Notice from the Registrar stating that the student’s absences are excessive and that the student is in jeopardy of failing the course.

Students who are absent more than 50% of any module will be placed on Attendance Warning Status and directed to meet with the Dean or Program Advisor in order to discuss issues and identify strategies for improving attendance.

If a student fails to return to class on or before the expiration of fourteen (14) days, then the student’s enrollment must be terminated.

<table>
<thead>
<tr>
<th>Level of attendance</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 75%</td>
<td>Warning Notice sent</td>
</tr>
<tr>
<td>Less than 50%</td>
<td>Placed on Attendance Warning, Meet with Dean</td>
</tr>
<tr>
<td>More than 14 consecutive days absent</td>
<td>Termination</td>
</tr>
</tbody>
</table>

**Attendance Rule for New Students**

New onground/hybrid students who miss more than two (2) classes during the first five (5) days of their first module, will be reclassified as a No-Show and will be withdrawn from the program.

**Online Attendance Policy**

Students taking a fully online course through Independence University are expected to participate, at a minimum, of four (4) days each week in their course. Online course participation occurs through the college’s Learning Management Systems (LMS).

Several LMS participation activities count as attendance, including: submitting homework assignments, taking assessments, online reading in the LMS course shell, participating in discussion board chats, and completing daily checkpoint activities. The daily checkpoint activities tie directly to learning objectives, with gradable questions each day, and only for that day. Completion of daily checkpoint activities is included as part of the student’s online course grade.

If an online student fails to attend/participate in his/her online course for five (5) consecutive days, then the student will be contacted by Student Services about their poor attendance/participation and will be reminded/encouraged to actively attend/participate in his/her course.

If the student fails to resume attendance/participation in his/her online course, then he/she will receive a daily notice from Student Services reminding him/her to attend/participate in the course. These daily notices will also include a warning that failure to attend/participate for fourteen (14) consecutive days will result in termination from the program.

If an online student has no attendance/participation for ten (10) days, then he/she will receive an Attendance Warning Letter.

<table>
<thead>
<tr>
<th>Level of attendance</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fails to participate 5 consecutive days</td>
<td>Student Services contacts student with daily notices until return</td>
</tr>
<tr>
<td>Fails to participate for 10 consecutive days</td>
<td>Placed on Attendance Warning, Meet with Dean</td>
</tr>
<tr>
<td>More than 14 consecutive days absent</td>
<td>Termination</td>
</tr>
</tbody>
</table>

Stevens-Henager College does not accept leaves of absence.
Class Size

Class size will vary. The maximum scheduled for laboratory classes is 25, and the maximum scheduled for lecture classes is 60 students. The maximum scheduled for online classes is 45 students.

Class Schedule

Classes are offered in a classroom format and most courses are available by hybrid and by online instruction.

Course delivery methods:

1. Face-to-Face: Each course meets face to face at a specific time and location.

2. Asynchronous Distance: Internet-based courses that are not time or location specific. A student interacts with the coursework, prepared by an instructor, using the Internet and our Learning Management System.

3. Synchronous Distance: Internet courses that are time but not location specific (i.e., classes are scheduled for a specific time but can be accessed via the Internet). Students interact in real-time with classmates and the instructor using the Internet and a software product called Zoom. Zoom allows the students to ask questions either verbally or through text and get responses immediately.

4. Hybrid: a hybrid course involves elements of both face-to-face and online (distance) delivery methods.

Scheduling

Courses are scheduled so that students should be able to complete all program requirements on time unless the student fails courses, fails to achieve core requirements, or withdraws and re-enters. Students with transfer credits may experience disruptions in their schedule. If any of these circumstances occur, the institution will make every effort to schedule the student with a full schedule each module; however, courses will not be scheduled simply to facilitate the student who has interrupted his or her schedule. Students are urged to do everything possible not to interrupt their schedule.

Day and Evening Program: Classes are offered in a hybrid format which means students scheduled for face to face sessions Monday through Thursday and attend sessions online in Canvas Monday through Sunday each module. Courses can be scheduled as early as 8am and can end as late as 10pm. The period(s) students are expected to attend face to face can vary from module to module depending upon the number of courses into which an individual student is scheduled and the delivery method used for that course.

Evening Program for Nursing Courses: Classes are scheduled Monday, Wednesday and Thursday beginning at 4:30 pm. The latest time would be until 9:30 pm., with scheduled breaks.

Clinical: The times and locations of clinical rotations are variable and depend upon the individual courses and facility availability. In their clinical rotations, students will spend 8-12 hours per week at a clinical setting (hours and schedules vary by site). Due to the dynamic and limited nature of the clinical environment, students do not receive their choice of clinical sites. Students, at their own expense, may have to travel to participate in some clinical rotations.

Externship Requirements

Externships must be attended during normal office hours only, and students are responsible for transportation to the externship site. Students are not paid any salary or stipend during an externship. Some employers may make an offer of employment at the end of the externship, but employment is not guaranteed. Externships are assigned by the campus to provide general experience in a field of training but not specific experience within a field. Students may not expect to receive an externship in any specialization within a given field.

Although the Institution tries to take into consideration specific location and/or skill preferences, externship sites are assigned based on availability. Continuing availability may be compromised due to certain factors beyond the Institution's control, including local economic conditions, state regulatory actions, failure of students to attend externships or meet site guidelines, and unreasonable student demands for alternative sites. Students must comply with any and all conditions prescribed by the sites, the Institution, the state accrediting body, or any other third party regarding attendance, conduct, and participation at the sites. If an extern is dismissed from more than one site, the extern will then be responsible for securing a new site.

If you have prior misdemeanor or felony convictions, you may be subject to denial of externships, employment opportunities, and/or professional licensure. You are advised that, in order to comply with clinical or employment requirements, you may be required by some hospitals or businesses to undergo a criminal background check and/or drug screening.

Course Load: Students will routinely be scheduled in courses totaling at least 18 quarter credits every sixteen weeks (except Nurse Education courses). However, course loads may vary from module to module depending upon the student’s program, academic performance, and other variables.
Make-Up Work

Students who have been absent are expected to make up all missed work prior to returning to classes and to proceed with the new course material in the original sequence. Courses are normally delivered by the traditional lecture/lab instructor-led method. In special circumstances, these same courses may be delivered in an alternative style.

Transfer of Credit

Credit Transfer from Another College

Credits from other institutions which are accredited by an agency recognized by the U.S. Department of Education may transfer when the course submitted for consideration is of comparable scope and content to the campus's own courses. International credits will be reviewed on an individual basis. Transfer of credit is at the judgment and discretion of the Dean and/or the Campus Director. The institution does not currently have any formal articulation agreements to accept credit from other schools. The maximum transfer credits allowable from other institutions are:

To associate's degree programs: No more than 75% of the credits may be transferred. Transferred credits must be B or better except in the Nursing prerequisite courses, which must be B- or better for Stevens-Henager College West Haven (Ogden) students. Nursing courses are generally not transferable. A grade of C is required for Respiratory Therapy credits. Credits in core courses may not be more than 15 years old and credits in core technology courses may not be more than 8 years old. General education courses have no time limit. Credits within the time limits may still be rejected based on educational relevancy.

Transfer Credit Process

The applicant must supply a college transcript for transfer of credit to occur. For courses that do not match the institution's current courses, a catalog or course syllabus must be provided.

Course Numbering

Generally, 100- and 200-level courses are for associate's-level work, 300- and 400-level courses are for bachelor's-level work, In transferring in credits, no 100- and 200-level courses may be used to satisfy our 300- and 400-level courses. However, 300- and 400- or 500- and 600-level courses for another accredited institution may be used to satisfy 100- and 200-level courses at our institution if the course descriptions are similar.

Course Credits

A sufficient number of credits earned from the transferring institution must equal the credits we grant for a course. Example: a sociology course transferred to us must be 4 quarter credits or 3 semester credits to satisfy our sociology course requirements. (Semester credits x 1.5 = quarter credits).

Continuing Education Units/Seminars

Credits for Continuing Education Units (CEUs) or seminars may not be transferred to satisfy courses at our colleges. A student who has continuing education units and/or seminars in courses scheduled in the student's program, may challenge the course by passing the examination with a score of 90% or greater. If the student passes the examination, the student will receive a grade of PE on his or her transcript.

CLEP, DANTES, AP, and Certification Credit

The college may award credit to students who score at or above established levels on College-Level Examination Program (CLEP), Defense Activities for Non-traditional Education Support (DANTES) examinations, Advanced Placement (AP), and college recognized certifications (i.e., Cisco, Microsoft, A+, etc.). Some core courses may not be transferable (i.e., medical clinical core courses). Information regarding specific CLEP, DANTES, and AP equivalents/scores may be obtained from the Dean or Campus Director. Tuition is adjusted accordingly.

Pass by Exam

Students may challenge out of a course by taking a competency examination. To successfully earn credits the student must score 90% or better on the challenge exam. The challenge exam must be completed and scored before or during the first day of the module in which the course is scheduled. Courses passed by challenge exam will be awarded a “PE” (Pass by Exam) grade, will not count as attempted credits and are not eligible for VA benefits or federal financial aid. There will be no charge to the student for courses passed by examination.

Prior Learning Assessment

A student may be eligible for college credit earned through life experience. These experiences may happen through work, the military, community related activities, free online education such as MOOC, or other independent studies. The following process applies to PLA credit:

1. The student must be in good standing (academic, financial, and conduct) with the college in order for an application to be processed.
2. The student must complete the Prior Learning Assessment Form and a portfolio and submit these to the dean at least thirty (30) days prior to being scheduled for the course.

3. The portfolio must include the following:
   a. Name of course, course description (from catalog), and the course objectives;
   b. Cover letter that summarizes why the student believes he/she has experience demonstrating mastery of the course objectives (usually one page);
   c. A statement or short report (1-3 pages) for each course objective explaining how the student has experience that demonstrates mastery of the course objectives; and
   d. Supporting documents including resume, performance reviews, certifications and awards.

The Prior Learning Assessment Form and portfolio are reviewed by the academic staff to determine whether the submitted materials demonstrate that the student has mastered the learning objectives of the course.

If the portfolio is approved, credit for the course is awarded with a “PE” (Pass) grade. PLA courses do not count as attempted credits.

Credit Transfer to Other Colleges

Graduates or students who are considering transferring from the college to other institutions should recognize that programs at the college are specifically tailored to career preparation. Courses that make up such programs are not generally transferable to other colleges, particularly in programs that emphasize general or liberal education. It should also be noted that in any transfer situation, regardless of the colleges involved, the acceptance of credits is at the sole discretion of the accepting college and our Institution makes no representations whatsoever concerning the transferability of any college credits to any other institution. Our Institution’s credits generally are not transferable to other colleges unless a written articulation agreement between our institution and another institution has been negotiated. See the director of admissions or the Campus Director for details of any articulation agreements.

Credit Transfer for Veterans, Active-Duty, Reserve/Guard, and Dependents

The institution maintains a written record of the previous education and training of veterans or eligible persons. No more than 25% of a transfer student’s prior academic work will be accepted towards a degree, with the training period shortened proportionately. The veteran or eligible person will be notified of prior credit granted.

Special Conditions for Students Eligible for Military Benefits

The institution requires, for academic residency, a minimum of 25 percent of the degree requirements for all degrees to be completed in residency at any time for active-duty servicemembers, reservists, and National Guardsmen, and their dependents.

With respect to transfer of credit, the institution recognize and use the ACE Guide to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations and/or those transcripted by the community college of the Air Force, when applicable to a servicemember’s program.

Program Transfers

Efforts are made to direct students to the program of study best suited to achieving skills and competency; however, at times a student may request a program transfer.

All credits earned in the original program that apply to the new program will be automatically accepted. All grades associated with credits earned in the original program will be calculated towards satisfactory academic progress in the new program.

Students are required to apply in writing to the Dean of Education for a program transfer, and must be approved by a Financial Planning Officer and the Dean of Education. Any exception to this policy is at the discretion of the Dean.

General Grading Guideline

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Grade Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94–100</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>90–93</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>84–86</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
</tbody>
</table>

Passing grade point average (CGPA) for Associate Degree in Nursing Education students.†
Passing grade for the Associate Degree in Nursing; grades for state licensing requirements may vary from graduation requirements.

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>59 or below</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>PE</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: PE, IP, W, WP, WF, P, and T do not affect the GPA calculation.

**Incompletes**

Incomplete grades are counted as credits attempted and affect the maximum time frame, but do not affect the grade point average. An incomplete (I) grade may be issued to a student who is passing a course but who has not completed all required work. The student will be allowed four weeks to complete the coursework. When the coursework is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an “F”.

When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an “F”. The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credit hours attempted. If the incomplete prevents a student from meeting graduation requirements, the student will not be eligible for employment assistance services.

**Non-credit Remedial Courses**

Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

**Prerequisite Courses**

If a student fails a course that is a prerequisite for another course (conditional course), the student must successfully complete the prerequisite course before taking the conditional course; there are no exceptions to this policy. If a student fails a course that is not a prerequisite for another course, the student may continue in the program and repeat the course at a later date, provided that the maximum time frame standards are not exceeded.

**Grade Reports**

The students can print a report of their grades electronically through the student portal. For purposes of academic progress and graduation, the cumulative GPA from the student transcript is used.

**Student Records**

All student records are kept for at least five years from the last date of attendance unless they are subject to a U.S.
Department of Education program review that is outstanding beyond such five-year period, in which case the records are kept until the completion of the review. To review records, students or alumni should contact the campus registrar.

Transcript Policy

Stevens-Henager College has partnered with Parchment® to securely order and send official electronic transcripts at a cost of $5.00 per request (additional charges apply for printed and mailed transcripts). Current and former students can order official transcripts at: https://www.parchment.com/u/registration/6494432/account.

A student with a hold on their financial account is not eligible to receive either an unofficial or official transcript until the hold is resolved.

Grades of transferred courses from other institutions are recorded as a “T” grade and do not contribute to quality points in calculating the student’s cumulative GPA at our colleges.

Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act, which became law on November 19, 1974, the College hereby notifies all students of their rights in connection with educational records maintained by the College. All students are entitled to review their educational records maintained by the institution by making a request to the Campus Director. Within forty-five (45) days after the request is made, the educational records of the student will be made available to the student. If the student believes that information in the educational records is inaccurate or misleading or violates the privacy or other rights of the student, the student may request that the institution amend the records. If the institution refuses to amend the educational records of the student, the institution will inform the student of the right to a hearing to seek the correction of information in the educational records. At the hearing, the student will be afforded an opportunity to present evidence that is relevant to the issues, and the student may be assisted or represented by an individual of his or her choice at his or her own expense, including an attorney.

The decision of the institution shall be based solely upon the evidence presented at the hearing. If, as a result of the hearing, the student believes that the information is not accurate, is misleading, or otherwise is in violation of the privacy or other rights of the student, the student has the right to place in the educational records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the institution.

The institution maintains student records on the campus premises for a period of not less than five years. The institution maintains student transcripts in perpetuity.

A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920


Satisfactory Academic Progress

Standards of Satisfactory Academic Progress

All students, including VA students, must progress satisfactorily toward meeting graduation requirements. Academic progress is measured in two ways: (a) grade point average, and (b) course completion. The academic progress of each student will be reviewed at the end of every term. A student is considered to be making academic progress if his or her grade point average is above the minimum requirement and the student has successfully completed at least 67% of the credits attempted, otherwise known as the completion rate standard. The evaluation points, grade point average standard, and the completion rate standard are provided in the table listed.

<table>
<thead>
<tr>
<th>Required Evaluation Point</th>
<th>Minimum CGPA with 67% of Credits Attempted/ Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Bachelor’s Degree Program)</td>
<td></td>
</tr>
<tr>
<td>First term</td>
<td>1.0</td>
</tr>
<tr>
<td>Second term</td>
<td>1.5</td>
</tr>
<tr>
<td>Third term</td>
<td>1.8</td>
</tr>
<tr>
<td>Fourth term</td>
<td>2.0</td>
</tr>
<tr>
<td>End of each term until 150%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Associate of Applied Science and Occupational Associate’s Degree Program, except for Associate Degree in Nursing Education)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First term</td>
<td>1.0</td>
</tr>
</tbody>
</table>
Associate Degree in Nursing

Nursing students must maintain minimal grades of B in all core nursing courses, and receive a Pass grade in laboratory, simulation, and clinical experiences. Nursing students must satisfactorily perform all nursing skills as measured by skills assessment forms, receive favorable evaluations by the faculty, and receive a passing score on the final exams for the course according to individual course requirements. To be eligible for graduation and to complete the ADN program, nursing students must achieve a proficiency level of 900 or greater on the HESI exit exam.

Maximum Time Frame

Students must complete their program within one and one half times the credit hours required to complete the program. Students must complete 67% of their credits attempted in each evaluation period in order to meet satisfactory academic progress standards. The student must complete the program within the maximum time frame in order to graduate.

For example, if a program requires 90 credit hours to graduate, the student can take up to 135 credits in order to complete the program. Taking extra credits occurs primarily when a student has to repeat a course. Students who reach their maximum time frame and have not graduated must be dismissed from the institution.

Calculation of SAP

Satisfactory progress and successful course, completion is not affected by “passed by examination” (PE).

Incomplete grades are counted as credits attempted and affect the maximum time frame but do not affect the grade point average. When calculating the GPA for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an “F”.

Pass/fail courses, credit/no-credit courses, and courses assigned a grade of IP are counted as credits attempted and affect the maximum time frame but are not considered in the grade point average calculation. Non-credit remedial courses do not affect satisfactory academic progress. The student does not earn an academic grade, nor is the non-credit remedial course counted toward the maximum time frame.

A withdrawal grade (W) is counted as credit attempted, but not completed, and will adversely affect a student’s satisfactory academic progress. A grade of W does not affect the student’s cumulative GPA (CGPA).

In the case of a program transfer, all credits earned in the original program that apply to the new program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits earned in the original program that apply to the new program will be calculated toward satisfactory academic progress in the new program as credit completed and also contribute to quality points in calculating the student’s cumulative GPA.

In the case of a previously earned credential, all credits earned in the program that apply to the current program and meet the minimum grade requirement will be automatically accepted. All grades associated with credits awarded in the earned credential that apply to the current program will be calculated toward satisfactory academic progress in the current program as credit completed and also contribute to quality points in calculating the student’s cumulative GPA.

Grades of accepted transferred courses from other institutions, including those from previous credentials, are recorded as a “T” grade and count as credit completed, but do not contribute to quality points in calculating the student’s cumulative GPA at our colleges.

When a student transfers from one affiliated campus to another, grades, grade point averages (GPA), and satisfactory academic progress (SAP) status transfers with the student. In other words, if a student is on academic probation and transfers from one campus to another, the student will remain on academic probation.

Course Repetitions

Programs are not designed to facilitate course repetitions due to the short, fast-paced, and intense nature of the coursework. If a student fails a course or earns a non-passing grade (see General Grading Guidelines), that course could be repeated, provided it is offered again within the maximum time frame. The Dean or Program Director must approve all course repetitions. Each attempt is recorded on
the student transcript but only the highest grade is reflected in the cumulative GPA. Each attempt at the course would be counted as a “course attempted” in the calculations for successful course completion and maximum time frame. Repeating a course in a program will result in the assessment of tuition charges at the current credit hour rate. A course may be taken a maximum of three times. If a student fails a course or earns a non-passing grade three times, he or she will be dismissed from the school. Associate Degree in Nursing Education program: A course may be taken a maximum of two times. If a student fails a course two times, he or she will be dismissed from the school.

**Satisfactory Progress Verification**

When financial aid electronic disbursement rosters are received, the financial aid officer at Central Financial Aid (CFA) quickly checks that the student is eligible for the disbursement. If the student does not have the required time and credits, it is so documented on the student's academic record.

The Director of Financial Aid at CFA is fully responsible and accountable for verifying and documenting that the student is entitled to the funds by checking the required time and credits correlating to satisfactory progress.

**Financial Aid Warning**

To ensure a student’s success in a program, the grade point average and completion rate are reviewed by the Dean at the end of each evaluation point. If a student is in danger of falling below the required standards of academic progress, the student is advised. If a student fails to achieve the required GPA and/or fails to complete 67% of the credits attempted in an evaluation period, the student will be placed on Financial Aid Warning Status for the next evaluation period. A student on Financial Aid Warning Status will have until the next evaluation point to meet the minimum standards of academic progress. Students on Financial Aid Warning Status remain eligible for financial aid funding.

**Dismissal**

Student termination may result from unsatisfactory academic progress, unsatisfactory course completion, failure to achieve the appropriate proficiency level within the prescribed timeframe, use of controlled substances on campus, carrying of weapons on campus, conduct detrimental to the institution, failure to comply with financial aid regulations, or non-observance of other student regulations. A student who is dismissed may appeal to the Campus Director of the College, who will make the final determination.

Students may be terminated from the institution, without a right to appeal, after 14 consecutive days of non-attendance. However, the student will be allowed to petition for readmission.

**Dismissal for Unsatisfactory Academic Progress**

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student immediately becomes ineligible for federal financial aid and is dismissed (immediate dismissal is suspended if the student files an appeal). A student who fails to meet SAP standards at the end of their FAWS period may file an appeal (see next section) with the Appeals Panel. The Appeals Panel will determine if the student is eligible for continued enrollment and access to federal financial aid. If a student’s appeal is denied, the student is dismissed.

**Appeal**

A student dismissed for failing to meet the minimum standards of academic progress has the right to appeal the dismissal. The appeal must be done in writing and submitted in the form of a letter to the Dean. The letter must include the following:

1. Explain the reasons why the student was unable to meet the minimum standards of academic progress including any mitigating circumstances;

2. Provide documentation in support of any mitigating circumstances;

3. Describe what has changed that will allow the student to be able to meet the minimum standards of academic progress; and

4. Detail what the student will do moving forward to ensure that he or she will be successful in his or her program of study and will be able to achieve the requirements for graduation.

The appeal will be reviewed by a institution Appeals Panel. The student may be requested to meet with the Panel to discuss the appeal and provide additional information. Once the appeal letter and documentation are reviewed, the student will be notified if his or her appeal has been granted or denied.

If the appeal is granted, the student may be reinstated to his or her program of study. The student is placed on academic probation for one evaluation period, and during that time, access to financial aid is reestablished. If the appeal is denied,
the student will not be allowed to reenter institution nor will
the student be allowed to transfer to an affiliated institution
within the system.

Financial Aid Probation
When a student is placed on Financial Aid Probation Status,
he or she will be required to do the following:

1. Agree to a written academic plan that specifies how
the student will regain satisfactory academic progress.
The plan may include but is not limited to mandatory
tutoring, scheduled advising sessions, extra course
assignments, repeating a course for which the student
received a failing grade, repeating a course from which
the student withdrew;

2. Sign the academic plan (a copy of the plan will be kept
in the student's file); and

3. Meet weekly with the Associate Dean to review how
well the student is advancing on the academic plan,
and how well he or she is progressing in meeting the
minimum standards of academic progress.

If a student on Financial Aid Probation Status does not
achieve the minimum standards of academic progress at
the end of the evaluation period established in the written
academic plan, the student is dismissed from the institution
and cannot appeal the dismissal. Access to financial aid is
suspended. Additionally, if the student at any point in the
evaluation period does not perform as required based on
the academic plan, the student may be dismissed from the
institution sooner than the end of the evaluation period.

Campuses are required to promptly notify the Veterans
Administration when a student receiving VA benefits is
placed on academic probation.

Mitigating Circumstances
Mitigating circumstances are those conditions which the
student has little control over, and most often have an adverse
effect on academic progress. Mitigating circumstances must be
documented and are limited to the list below:

1. Death of an immediate family member;
2. Illness of an immediate family member where the
student is the primary caretaker or is the primary
source of financial support;
3. Student illness requiring hospitalization;
4. Abusive relationship;
5. Prolonged divorce proceeding;
6. Previously undocumented disability;
7. Work-related transfer during the evaluation period;
8. Change in work schedule during the evaluation period;
9. Unexpected loss of employment;
10. Natural disaster;
11. Financial hardship such as foreclosure or eviction; and
12. Loss of transportation where there is no alternative
transportation.

Cancellation and Withdrawal
Cancelling Enrollment Prior to Starting Class
If you are not accepted into the College, your enrollment
agreement will be cancelled, and the College will refund all
money paid within 30 days. You may cancel the enrollment
agreement within three (3) business days and receive a full
refund of all money paid within 30 days. If you have not
visited the institution prior to enrollment, you may withdraw
without penalty within three (3) business days following a
tour of the college facilities and inspection of equipment
where your education services will be provided and receive a
full refund of all money paid. You will also receive a full refund
within 30 days if your educational services are discontinued
by the College or if your starting date is postponed by more
than 90 days.

Cancellation After Classes Have Started
You may cancel enrollment for any reason up until midnight
of the fifth day of scheduled classes in the first module of
the first academic year, and the institution will refund any
monies paid, minus an administrative fee of $150.00 and any
charges for books and equipment not returned and uniforms
issued. Thereafter, you may terminate your enrollment
by giving written notice to the institution. Such notice is
effective when the institution receives the notice. The written
notice of cancellation need not take any particular form.

False Start Period
The first three weeks of attendance is considered an
evaluation period that allows both the college and the
student to determine if the educational program is a good
fit. At the end of the three-week period, if either the college
or the student determines that the student may not have
the commitment, readiness, desire, or ability to succeed in
the program, the student's enrollment will be cancelled, all
charges will be removed from the student’s ledger, and any payments received will be refunded.

**Course Withdrawal**

A student who withdraws from a course receives a grade of **W**. A student may officially withdraw by the first Friday at the end of the first week of the module.

All courses with a final grade of **W** are considered attempted credits and will be charged tuition accordingly. PELL and SEOG can be awarded for courses given a grade of **W**.

Since a grade of **W** is counted as credit hours attempted but not completed, it will adversely affect a student’s Satisfactory Academic Progress (See Standards of Satisfactory Progress). A grade of **W** does not affect the student’s cumulative GPA (CGPA).

A grade of **W** may only be issued in the following circumstances:

- A student has attended at least one day of the class during the first week of the module and then formally withdraws with the Registrar before the end of the first week of the module.

- A student has attended beyond the first week of the module, is in good standing (good attendance and passing grades), and is forced to withdraw due to extenuating circumstances which are limited to verified medical problems (either with the student or his or her immediate family), military obligations, jury duty, or death in the family that causes extended hardship. If a student attends beyond the first week of the module and then withdraws for reasons other than those listed above, a grade of **F** will be issued. An **F** grade academically lowers the student’s grade point average and adversely affects the student’s academic progress.

**Program Withdrawal**

Students who find it necessary to withdraw from a program should have an interview with one of the following: Dean, Registrar, or Associate Dean of their program. The student is also required to have an exit interview with a representative of the Financial Aid Office. If a student provides notice of withdrawal in writing, the date on which the notice is mailed with appropriate postage is the date of withdrawal.

**Readmission**

Readmission to the institution following dismissal or withdrawal will be at the sole discretion of the institution. Students whose enrollment has been terminated may appeal the termination to the Campus Director or the Dean in writing for reinstatement. The written request should contain a summary of why the student feels he or she should be readmitted. All students seeking re-entry must participate in a readmission interview with an Admissions Consultant, and complete the Re-entry Applicant Questionnaire. The Campus Director or Dean shall review all requests on a case-by-case basis. Mitigating circumstances will be taken into consideration. However, the institution reserves the right to refuse to readmit any student who does not meet the institution’s academic or behavioral standards.

**Re-establishing Eligibility for Federal Funds**

If a student is allowed to return to the institution after being dismissed for unsatisfactory progress, he or she may reenter and must meet the above requirements before receiving Title IV aid. The student must make financial arrangements with the institution to pay for courses while reestablishing eligibility for federal funds. Once the student has met the requirements listed in the Financial Aid Probation subsection above, Title IV aid will be reinstated. If the student does not meet the satisfactory progress requirements during the probationary period of one academic year, he or she will be dismissed from the institution. The student may appeal the decision for dismissal in writing for mitigating circumstances. However, if a student cannot finish the program within the maximum time frame of 150%, then he or she will not be allowed to re-enter.

**Student Conduct**

Students at the institution are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses:

1. Interruption or any manner of interference with the normal operation of the college;
2. Destruction, damage, or misuse of college equipment, facilities, or property;
3. Illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in college-related activities;
4. Illegal possession, use, or furnishing of drugs while on campus or while involved in college-related activities;
5. Physical, written (via electronic or other means), or verbal abuse of another person in the college community, whether such person is a student or college staff member (such abuse includes but is not limited to profanity, threats, and violent communications). The college reserves the right to report such abuse to law enforcement;
6. Theft of another’s property occurring on college premises;
7. Participation in hazing;
8. Academic cheating or plagiarism;
9. Commission of other offenses (including use of inappropriate Internet material) that in the opinion of administration may be contrary to the best interest of the college community.

Sanctions that may be imposed are:
1. Warning
2. Suspension
3. Expulsion

When appropriate, the institution will issue warnings prior to dismissing a student for poor conduct. The institution, however, may dismiss a student without warning if the offense is serious. The Campus Director makes the decision as to the seriousness of any offense. Additionally, termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

Academic Dishonesty

Cheating is defined as the giving or receiving of aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on class work, homework, tests or any other assignment that is his or her own responsibility.

Plagiarism violates the central core of the college’s educational philosophy. It involves stealing another person’s work and claiming it as your own. It occurs whenever one directly copies another person’s intellectual effort and integrates it into his/her class work without giving proper credit to the author.

Paraphrasing is defined as “a restatement of a text or passage giving the meaning in another form.” (Webster’s New Universal Unabridged Dictionary, 1996). When one paraphrases but intentionally omits authorship of the work, this too is a violation of academic honesty.

As a student, you have an individual responsibility to understand what cheating, plagiarism, and improper paraphrasing are. You must also be aware that the consequences for doing any of these activities are severe. Whenever you doubt about what constitutes cheating, plagiarism, or paraphrasing, contact your instructor. With the advent of the Internet, the potential for cheating by simply cutting and pasting information into your paper is tempting. Be aware that these dishonest activities will not be tolerated and instructors have access to increasingly sophisticated search engines to “test” the validity of your work. Plagiarism, in particular, is easily traced. Don’t do it.

Consequences: Upon finding that a student has violated the policies on Academic Honesty, the consequences will be:
1. The first offense is failing the assignment.
2. The second offense is failing the course.
3. The third offense is dismissal.

Dress Code

Students are required to dress modestly and in appropriate professional dress according to each program. Consult orientation materials for specifics on each program’s dress code. Failure to comply with the program dress code could result in suspension of employment assistance privileges.

Graduation Requirements and Awards

To be eligible for graduation, students must meet the following requirements:

1. Pass with a D- grade or higher all core and non-core courses (except for Nursing courses).
2. Attain a 2.0 cumulative grade point average (3.0 for Nursing Education students).
3. Pass the number of credit hours required for the program within the maximum time frame.
4. Satisfy all financial obligations.

Degrees/Diplomas Granted

Upon fulfillment of the graduation requirements, the student will be issued the appropriate degree or diploma, indicating satisfactory completion and passing of all program requirements. The institution offers programs leading to a diploma, an Associate of Occupational Studies degree, an Associate of Applied Science degree, an Associate of Science degree, a Bachelor of Science degree. Students should check with the campus to see what degrees are available.

Graduation Honors

A student may graduate with honors as follows:

- Summa Cum Laude for graduating with a 3.91 cumulative GPA.
- Magna Cum Laude for graduating with a cumulative GPA between 3.76 and 3.90
• Cum Laude for graduating with a cumulative GPA between 3.50 and 3.75.

STUDENT SERVICES

Student Services

Tutoring

Any student at any time can request tutoring through the Student Services office, the Dean’s office, or the department head’s office. Tutoring will be provided at no cost to the student by an advanced student, teaching assistant, instructor, or staff member.

Advising

Advising is an important service at the college. Each campus has administrators who guide students through problems that may arise while enrolled at the college. The administrator may enlist the expertise of community resource groups, associate deans of programs, the Dean, faculty members, the Director of Financial Aid, or the Director of Career Services in resolving student problems, whether personal or scholastic in nature.

Career Services

Students and graduates of the College are encouraged to utilize the assistance of the Career Services department throughout their academic and professional careers; there is no charge for the utilization of these services. The Career Services department mission is to assist students and graduates in making informed decisions about their careers, identify employment opportunities, and provide assistance with the skills needed to complete a successful career search. Planning a career is a long-term process, and students are encouraged to understand and use the services available to them throughout their education. The College does not guarantee employment but can provide networking techniques, contacts, potential interviews, and guidance during the job seeking process. The Career Services department does not offer a resume-writing service, but rather provides models from which a student can write his or her own resume. The Career Services staff provides guidance and assistance to students and graduates in their career pursuits by providing feedback for a strong and effective resume and engaging in sound networking practices.

Graduates experiencing difficulty in securing employment have the opportunity to audit one or more courses at the College, at no charge, to update professional skills, employment techniques, and social interaction.

A graduate requesting career services after a significant period of time away from the College should be current in vocational skills and conceptual understanding aligned with the program in which he or she graduated and therefore may elect to audit one or more courses at the College at no charge.

The College reserves the right to deny career services to any past or present students. Such denial can be based upon student conduct that may be significantly detrimental to the integrity of the College, such as failing to pass a drug test, being fired from previous employment for illegal or immoral acts, committing acts against company policy, or being subject to a felony investigation or conviction. Students with a felony conviction may find it more difficult to secure satisfactory employment. Even some misdemeanors prevent employment depending upon the field being pursued.

Library

The Library, or Learning Resource Center, is available for student use each day during college hours. Videos, books, periodicals, reserved readings, and Internet services are available. A trained librarian or library assistant is available during library hours to assist each student.

Honors

The colleges participate in the Future Business Leaders of America and the Alpha Beta Kappa National Honor Society. Students must be nominated to these select groups by the college faculty. Each award is based on academic standing as well as professionalism at the college.

Campus Security

The college strives to provide a safe environment for our students’ learning experience. Our facilities are located in business settings, and trespassing laws are enforced on our premises. If a crime is committed on our premises, college personnel are available to assist students.

Pursuant to the requirements of the U.S. Department of Education, colleges publish all known occurrences of crimes committed on campus. These statistics are available in the Financial Aid Office and are also part of the orientation materials. In the event of a crime, an incident report must be completed, and a police report may be filed. Any and all occurrences of crime committed on the campus should be reported immediately to the administration.
of the college. In the event a sexual assault should occur on campus, the victim and any witnesses present are to report the crime to campus officials immediately. In order that the crime can be fully investigated, the police will be contacted.

The college provides timely written information on personal safety and anti-crime measures as they become available. An annual report is available for all students and personnel of the college.

**Sexual Harassment**

Sexual harassment is an offense. Sexual harassment is defined as any unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. If a student or employee has been the victim of any sexual offense, including sexual harassment, on campus or during a college-related activity, the offense must be reported at once to the Campus Director or administrator in charge. An investigation will be conducted.

**Copyrighted Materials Policy and Sanctions**

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing and the unauthorized use of the college’s information and its technology systems, may subject a student to civil and criminal liabilities and penalties of federal copyright laws.

Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the school’s information-technology system, may face termination from the institution. In addition, the student may face criminal penalties as summarized below. This list is not all-inclusive, and the student needs to be aware of the severe sanctions imposed on violators of these policies.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to a copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages of “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

**Student Complaint/Grievance Procedure**

**Student Complaint Hotline**

A student who has questions or concerns that have not been fully addressed by the campus staff can contact the Student Hotline at 877-402-0954; or via email to: wehearyou@stevenshenager.edu or via regular mail to Student Hotline, 4021 South 700 East, Suite 400, Salt Lake City, UT 84107.

**Alternative Dispute Resolution**

While no one expects disputes and conflicts, sometimes they do occur, and it is in the best interests of the parties to resolve the dispute in the simplest, fastest, and least-expensive manner. The student therefore agrees to follow the three steps below:

**Step One:** Any and all disputes, conflicts, problems, controversies, or claims of any kind without exception arising from or connected to enrollment and attendance at the College (“dispute”) should first be taken up with the Campus Director. If the dispute is not then resolved, a written statement should be made of each party's position and submitted to the Corporate Chief Executive Officer for a final decision. The parties may proceed to Step Two if the dispute is not resolved in Step One.

**Step Two:** The parties agree that any dispute should be resolved through mediation. Any such mediation will be held in the city in which the student resides. The parties agree to attend and make a sincere and good faith effort to resolve the dispute through this mediation.

**Step Three:** Jury Waiver and Agreement to Binding, Individual Arbitration

Both parties forever waive rights to a trial by jury and elect instead to submit all disputes (claims) to the binding, confidential decision of a single arbitrator. At the student’s election, the arbitration shall be conducted by the Better Business Bureau (“BBB”) or by the American Arbitration Association (“AAA”) under its Supplementary Procedures.
Terms of Arbitration

1. Neither party shall file a lawsuit against the other in any court, and parties agree that any suit filed in a court shall be promptly dismissed by the court in favor of arbitration. Both parties agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

2. The costs of the arbitration filing fee, arbitrator’s compensation, and facilities fees that exceed the applicable court-filing fee will be paid equally by the student and the college. The student will not be responsible for arbitration fees if the student proves hardship and, if represented by an attorney, he or she does not advance clients’ litigation costs. In that instance, the arbitration fees will be paid by the college. The arbitrator has power to award the prevailing party attorney fees and costs if a claim is based on a statute providing such fees to any party. All fees, including the opposing party’s attorney fees, shall be paid by any party whose claims are determined by the arbitrator to be frivolous.

3. The student agrees that any dispute or claim he or she may bring shall be brought solely in his or her individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, or consolidated action.

Notice Regarding Borrower Defense Claims

The provisions below are included pursuant to U.S. Department of Education regulations at 34 C.F.R. § 685.300(e) and (f), respectively, and shall apply to this arbitration agreement for any period during which such regulations are in effect. These provisions apply only to claims concerning acts or omissions regarding the making of the Federal Direct Loan or the provision by the college of educational services for which the Federal Direct Loan was obtained, and do not affect any other claim:

(1) The college agrees that neither it nor anyone else who later becomes a party to this arbitration agreement will use it to stop a student from bringing a lawsuit concerning the college’s acts or omissions regarding the making of the Federal Direct Loan or the provision by the college of educational services for which the Federal Direct Loan was obtained. A student may file a lawsuit for such a claim or may be a member of a class action lawsuit for such a claim even if a student does not file it. This provision does not apply to other claims. The parties agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

(2) The college agrees that that neither it nor anyone else who later becomes a party to this predispute arbitration agreement will use it to stop a student from bringing a lawsuit concerning the college’s acts or omissions regarding the making of the Federal Direct Loan or the provision by the college of educational services for which the Federal Direct Loan was obtained. A student may file a lawsuit for such a claim or may be a member of a class action lawsuit for such a claim even if a student does not file it. This provision does not apply to other claims. The parties agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

4. Any remedy available from a court under the law shall be available in the arbitration. The arbitrator(s) shall not have the power to commit any error of material fact, in law, or in legal reasoning, and such error shall be corrected on appeal as provided below.

5. To the extent the student has outstanding federal student loan obligations incurred in connection with his or her enrollment at the college, any arbitration award providing monetary damages shall direct that those damages be first paid toward those student loan obligations.

6. Nothing in this agreement prohibits a student from filing a complaint with the state regulatory agency. A student may, but need not, be represented by an attorney at arbitration.

7. Except as specifically required by the laws of the state in which this arbitration is executed, the fact of and all aspects of this arbitration and the underlying dispute shall be kept strictly confidential by the parties, their representatives, and the BBB or the AAA.

8. If a student desires to initiate arbitration, he or she shall first contact the Campus Director, who will
provide the student with a copy of the BBB Rules or the AAA Consumer Rules. Information about the BBB arbitration process and rules can be obtained at www.bbb.org or 703-276-0100. Information about the AAA arbitration process and the Consumer Rules can be obtained at www.adr.org or 1-800-778-7879. The student shall contact the BBB or the AAA, which will provide the appropriate forms and detailed instructions. The student shall disclose this document to the BBB or the AAA.

9. Notwithstanding that the arbitration will be binding, if the college or the student loses in arbitration, the appeal shall be made to a three-member arbitration appeal panel. That review shall examine the arbitration award for error as described in item four above. The notice of appeal must be in writing and served on the other party and on the BBB or the AAA within 10 days of the date of the award. The notice of appeal must specify those elements of the arbitration award that are being appealed and must contain a statement of the grounds for the appeal. Both parties shall participate in the selection of the panel. The fees and expenses of the appeal tribunal and the BBB or the AAA shall be paid in full by the appealing party. Once the notice of appeal is timely served, the arbitration award shall no longer be considered final for purposes of seeking judicial enforcement, modification, or annulment under the applicable arbitration statute. Following the appeal process, the decision rendered by the appellate arbitrators may be entered in any court having jurisdiction.

State Approval

Stevens-Henager College is approved in the state of Utah. A student can at any time file a complaint with the Utah Division of Consumer Protection, 160 East 300 South, 2nd floor, P.O. Box 146704, Salt Lake City, Utah 84114, 801-530-6601.

ACCSC Grievance Policy

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student can consider contacting the Accrediting Commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint and will be notified of the commission’s final resolution.
# Academic Calendar

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>January 6, 2020</td>
<td>Module One Begins</td>
</tr>
<tr>
<td>Mon.</td>
<td>January 20, 2020</td>
<td>Holiday (Martin Luther King Day)</td>
</tr>
<tr>
<td>Sun.</td>
<td>February 2, 2020</td>
<td>Module One Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>February 3, 2020</td>
<td>Module Two Begins</td>
</tr>
<tr>
<td>Mon.</td>
<td>February 17, 2020</td>
<td>Holiday (President's Day)</td>
</tr>
<tr>
<td>Sun.</td>
<td>March 1, 2020</td>
<td>Module Two Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>March 2, 2020</td>
<td>Module Three Begins</td>
</tr>
<tr>
<td>Sun.</td>
<td>March 29, 2020</td>
<td>Module Three Ends</td>
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<tr>
<td>Mon.</td>
<td>March 30, 2020</td>
<td>Module Four Begins</td>
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<tr>
<td>Sun.</td>
<td>April 26, 2020</td>
<td>Module Four Ends</td>
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<tr>
<td>Mon.</td>
<td>April 27, 2020</td>
<td>Module Five Begins</td>
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<tr>
<td>Sun.</td>
<td>May 24, 2020</td>
<td>Module Five Ends</td>
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<tr>
<td>Mon.</td>
<td>May 25, 2020</td>
<td>Holiday (Memorial Day)</td>
</tr>
<tr>
<td>Mon.</td>
<td>May 25, 2020</td>
<td>Module Six Begins</td>
</tr>
<tr>
<td>Sun.</td>
<td>June 21, 2020</td>
<td>Module Six Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>June 22, 2020</td>
<td>Module Seven Begins</td>
</tr>
<tr>
<td>Fri.</td>
<td>July 3, 2019</td>
<td>Holiday (Independence Day)</td>
</tr>
<tr>
<td>Sun.</td>
<td>July 19, 2020</td>
<td>Module Seven Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>July 20, 2020</td>
<td>Module Eight Begins</td>
</tr>
<tr>
<td>Fri.</td>
<td>July 24, 2020</td>
<td>Holiday (Pioneer Day-Utah Only)</td>
</tr>
<tr>
<td>Sun.</td>
<td>August 16, 2020</td>
<td>Module Eight Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>August 17, 2020</td>
<td>Module Nine Begins</td>
</tr>
<tr>
<td>Mon.</td>
<td>September 7, 2020</td>
<td>Holiday (Labor Day)</td>
</tr>
<tr>
<td>Sun.</td>
<td>September 13, 2020</td>
<td>Module Nine Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>September 14, 2020</td>
<td>Module Ten Begins</td>
</tr>
<tr>
<td>Sun.</td>
<td>October 11, 2020</td>
<td>Module Ten Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>October 12, 2020</td>
<td>Module Eleven Begins</td>
</tr>
<tr>
<td>Sun.</td>
<td>November 8, 2020</td>
<td>Module Eleven Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>November 9, 2020</td>
<td>Module Twelve Begins</td>
</tr>
<tr>
<td>Wed.</td>
<td>November 11, 2020</td>
<td>Holiday (Veteran's Day)</td>
</tr>
<tr>
<td>Thu.</td>
<td>November 24, 2020</td>
<td>Holiday (Thanksgiving)</td>
</tr>
<tr>
<td>Fri.</td>
<td>November 25, 2020</td>
<td>Holiday (Day after Thanksgiving)</td>
</tr>
<tr>
<td>Sun.</td>
<td>December 6, 2020</td>
<td>Module Twelve Ends</td>
</tr>
<tr>
<td>Mon.</td>
<td>December 7, 2020</td>
<td>Module Thirteen Begins</td>
</tr>
<tr>
<td>Mon.</td>
<td>December 21, 2020</td>
<td>Winter Break Begins</td>
</tr>
<tr>
<td>Sun.</td>
<td>January 17, 2021</td>
<td>Module Thirteen ends</td>
</tr>
</tbody>
</table>

***Calendar is subject to change***

# Holidays

<table>
<thead>
<tr>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>Memorial Day</td>
</tr>
<tr>
<td>Independence Day</td>
</tr>
<tr>
<td>Pioneer Day (Utah only)</td>
</tr>
<tr>
<td>Labor Day</td>
</tr>
<tr>
<td>Veteran’s Day</td>
</tr>
<tr>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
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</tbody>
</table>
School of HEALTHCARE

School of BUSINESS

School of TECHNOLOGY