



BECKFIELD
COLLEGE

Beckfield College Catalog Addendum

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Beckfield College Academic Catalog

Addendum

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This Addendum is an integral part of the College's Catalog. Unless otherwise indicated, all information published herein becomes or remains effective July 17, 2024. In the event of any conflict between the Catalog or its Addenda, and other sources of information, the Catalog and the Addenda will prevail. All interpretations of the material within the Catalog and the Addenda are at the discretion of the College, not the reader.

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Mission reviewed, *updated*, and approved by the Beckfield College Board, May 24, 2024

MISSION AND OBJECTIVES

Beckfield College is a degree-granting institution of higher learning dedicated to preparing learners for relevant allied health, nursing, and business careers in a diverse, ethical, student-centered environment.

In support of this mission, the College pursues the following principal objectives:

- To provide, in all programs, a substantial concentration of courses designed specifically to prepare students for careers in the professions they have chosen.
- To provide, in degree programs, appropriate general education courses that promote effective communication, sound reasoning and judgment, analytical skills, responsible and ethical behavior, and enlightened accommodation of behavioral and cultural diversity.
- To provide faculty qualified by academic credentials and professional and/or teaching experience with a commitment to students' academic and professional success.
- To provide services for assisting students in resolving issues and difficulties that might obstruct their pursuit of their education.
- To provide library services that support the curriculum and enhance students' effectiveness in academic and professional research.
- To provide career services that assist students and graduates in pursuing employment in careers appropriate to the objectives of their academic programs.

The College has committed itself to preparing students for successful professional careers and providing them with a sound basis for understanding and engaging in an ever-changing world.

Page 8, New President appointed.

HISTORY OF THE COLLEGE

Beckfield College, founded by Dr. Harry L. Beck, was originally established in 1984 under the licensure of the Kentucky State Board for Proprietary Education.

The College opened its doors to its first students in September 1984, with its first commencement in November 1986. Initially, the College was established as Educational Services Center dba Kentucky Career Institute.

Beckfield College was incorporated in the Commonwealth of Kentucky in May 1989. In 2001, the name was changed to Educational Services Center dba Beckfield College. Its purpose was to provide higher education and technical training to those who demonstrated the ability to benefit from such education and training. With the inclusion of its first baccalaureate degree in 2004, the College came under the licensure of the Kentucky Council on Postsecondary Education.

In September 2006, Beckfield College was acquired by Quad Partners and became a limited liability company, Beckfield College, LLC. In 2006, upon Dr. Beck's retirement, Dr. Ronald A. Swanson was named President of the College. Upon Dr. Swanson's retirement in 2009, Diane G. Wolfer was appointed President. Her presidency spanned many years. In 2022, Beckfield College was acquired by MCC Holdings Group, LLC.

With Diane Wolfer's pending retirement, a national search was conducted to find her successor. In 2024, Dr. Diana Lawrence was appointed President. Under her leadership, the College continues with the same purpose established in 1984: the education and training of students for successful, productive lives in the workplace and in society.

In addition to the Beckfield College programs, Beckfield College, LLC, acquired a new brand in 2013, adding more selections to its education options: Larock Healthcare Academy with locations in locations in Florence, Kentucky; and Canton, Columbus, Northfield, and Canton, Ohio

During its 40 years of educating students, Beckfield College has offered programs in allied health, business, nursing, and other areas.

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Credentials Offered

Diplomas

- Medical Massage Therapy
- Practical Nursing

Associate Degrees

- Associate of Applied Science in Business Administration
- Associate of Applied Science in Diagnostic Medical Sonography
- Associate of Applied Science in Nursing

Baccalaureate Degrees

- Bachelor of Business Administration
- Bachelor of Science in Nursing
- Bachelor of Science in Nursing (RN-to-BSN)

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Normal Program Completion

A continuously enrolled full-time student, who successfully completes all courses attempted will typically complete his or her program within the period indicated below:

Credential, Program Name	Quarter Credits/Clock Hours	Weeks
Diploma in Medical Massage Therapy	900 Clock Hours	48 Weeks
Diploma in Practical Nursing	64.5 Course Credits	48 Weeks
Associate of Applied Science in Business Administration	96 Course Credits	88 Weeks
Associate of Applied Science in Diagnostic Medical Sonography	103 Course Credits	88 Weeks
Associate of Applied Science in Nursing	109.5 Course Credits	88 Weeks
Bachelor of Business Administration	180 Course Credits	165 Weeks
Bachelor of Science in Nursing	180 Course Credits	132 Weeks
Bachelor of Science in Nursing (RN-BSN)	76 Course Credits	66 Weeks

The time typically required for program completion may be reduced through courses credited by transfer or proof of proficiency or extended by course failures and withdrawals, institutional withdrawals, leaves of absence, developmental courses, extended externships, part-time enrollment status, and change of program or change of an elective option within a program.

SCHOOL OF BUSINESS

Bachelor of Business Administration

The **Bachelor of Business Administration** degree program is designed for students who seek employment opportunities in business and industry beyond the entry-level objectives of the corresponding associate degree program. The BBA program prepares graduates to plan, organize, and manage the functions and processes of a firm or organization. The graduate will have an understanding of management techniques and theories, accounting principles, professional ethics, marketing concepts and strategies, business law, and economics, as well as an understanding of the importance of professionalism, effective communication, cultural sensitivity, and analytical skills in today's professional environment. The Beckfield College Associate of Applied Science in Business Administration degree program (96 quarter credit hours) is fully transferable into the Bachelor of Business Administration (BBA) degree program[^].

Program Length: 165 weeks Contact Hours: 1,830 Delivery Methods: Blended, Online
Credits: 180 Quarter Hours/Equivalent to 120 Semester Hours

Course Prefix	Course Number	Course Title	Course Quarter Credit Hours
ACC	140	Accounting I	4
ACC	141	Accounting II	4
ACC	300	Managerial Accounting	4
BUS	101	Introduction to Business	4
BUS	115	Business Communications	4
BUS	120	E-Commerce	4
BUS	130	Marketing	4
BUS	140	Project Management	4
BUS	170	Business Law	4
BUS	185	Introduction to Quantitative Analysis	4
BUS	204	Integrated Business Simulation	4
BUS	310	Entrepreneurship	4
BUS	370	Business Ethics	4
BUS	380	International Business and Trade	4
BUS	415	Stock Market, Money, and Risk	4
CAP	101	Introduction to Business Applications	4
COM	105	Speech Communication*	4
ECN	101	Macroeconomics*	4
ECN	102	Microeconomics*	4

*General Education Course

Bachelor of Business Administration (cont.)			
Course Prefix	Course Number	Course Title	Course Quarter Credit Hours
ENG	111	Composition I*	4
ENG	112	Composition II*	4
ENG	301	American Literature*	4
HIS	215	American History: Society, Culture, and Law*	4
HRA	220	Human Relations	4
HUM	101	Ethics*	4
HUM	315	Critical Thinking*	4
MGT	102	Management Principles	4
MGT	203	Human Resources Management	4
MGT	205	Small Business Management	4
MGT	305	Leadership	4
MGT	350	Strategic Planning	4
MGT	405	Organizational Behavior	4
MGT	425	Labor and Employment Law	4
MGT	450	Purchasing, Logistics, and Supply Chain Mgmt.	4
MGT	455	Operations Management	4
MGT	470	Senior Seminar: Issues in Management	4
MKT	111	Digital Marketing	4
MKT	121	Marketing Research	4
MTH	120	Quantitative Reasoning*	4
MTH	305	Statistics*	4
POL	101	The American Political System*	4
PSY	101	Principles of Psychology*	4
PSY	211	Developmental Psychology*	4
SOC	101	Principles of Sociology*	4
SOC	105	Interpersonal Communication*	4
Total Quarter Credit Hours			180

*General Education Course

Business Administration CIP CODE: 52.0201

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

Course Descriptions – Business Administration

ACC140 ACCOUNTING I (4 credits/40 hrs.)

An introduction to basic financial accounting principles. Topics covered include balance sheets, accounting techniques and cycles, billings, income statements, and financial statements.

Prerequisite: None

ACC141 ACCOUNTING II (4 credits/40 hrs.)

An introduction to managerial accounting concepts. Topics include the use of accounting information for decision-making and planning, cost-volume-profit analysis, operating and capital budgets, and cost variance analysis.

Prerequisite: ACC140

ACC300 MANAGERIAL ACCOUNTING (4 credits/40 hrs.)

This course provides exposure to a broad range of economic decision problems that arise in a variety of organizations' contexts and with various types of accounting and other information. The course includes recognizing complex accounting issues and achieving solutions.

Prerequisite: ACC141

BUS101 INTRODUCTION TO BUSINESS (4 credits/40 hrs.)

A current view of the business world, with emphasis on small business management and entrepreneurial skills. Current business trends in the students' career fields are explored.

Prerequisite: None

BUS115 BUSINESS COMMUNICATIONS (4 credits/40 hrs.)

This course addresses the importance of effective written and oral communication for success in today's business environment. The course includes discussion, memo writing, electronic communication, nonverbal messages, report writing, and letter writing. The technological, ethical, multicultural, and legal aspects of business communications are also addressed.

Prerequisite: ENG111

BUS120 E-COMMERCE (4 credits/40 hrs.)

This course provides students with a thorough understanding of electronic commerce. The course traces the history of electronic commerce, from Electronic Data Interchange (EDI) to today's Internet marketplace and covers the future of e-commerce. Security, promotion, sales, and customer service are covered. Case studies and practical exercises help to teach students to implement a successful e-commerce site.

Prerequisite: BUS101

BUS130 MARKETING (4 credits/40 hrs.)

An analysis of consumer needs, distribution and pricing strategies, positioning, and advertising. Marketing functions, marketing organizations, marketing research, and other key dimensions of marketing are discussed.

Prerequisite: None

BUS140 PROJECT MANAGEMENT (4 credits/50 hrs.)

This course instructs students in taking a project from start to finish, including documentation, timelines, allocating resources, and follow-through with update meetings. Designing documentation, assigning necessary resources, and implementing and completing projects are covered.

Prerequisite: ENG111

BUS170 BUSINESS LAW (4 credits/40 hrs.)

An introduction to business law and the primary principles of law as these apply to business transactions. Topics include employer-employee relationships, consumer protection, negotiable instruments, and special laws.

Prerequisite: BUS101

BUS175 INTERNATIONAL BUSINESS (4 credits/40 hrs.) (Equivalent to HRA220)

A study of the characteristics of a global economy and their impact on the development of business strategies. The course covers such topics as foreign environments for overseas operations, cultural environments, U.S. government trade policies and programs for international business, importing, exporting, international economic policies, global market expansion, global management decisions and their implementation in international marketing, management, and finance.

Prerequisite: ECN101

BUS180 STOCK MARKET, MONEY AND RISK I (4 credits/40 hrs.)

An examination of the technical aspects of a structured system for personal investing in addition to illustrating the dynamics and factors that influence the U.S. economy and stock market. The course provides the student with both the economic and accounting fundamentals, as well as the necessary technical investment understanding, to make rational investment decisions with the objective of increasing personal wealth. Investment instruments are explained (stocks, bonds, mutual funds, etc.), as are the financial and technical bases for selecting, evaluating, obtaining, and managing a personal portfolio. Students will have a clear understanding of the financial resource requirements of an organization.

Prerequisite: ECN101, BUS185

BUS185 INTRODUCTION TO QUANTITATIVE ANALYSIS (4 credits/50 hrs.)

Fundamental techniques for analyzing mathematical data in order to assist or support the decision-making process. Business topics include determining probability and risk, forecasting, and simulation, especially as these apply to project management. Quantitative analysis provides a means of examining problems and suggesting effective solutions. Prerequisite: CAP 101, MTH 120

BUS204 INTEGRATED BUSINESS SIMULATION (4 credits/40 hrs.)

This capstone course is designed to bridge the connection between the college experience and the work experience. Students will synthesize material learned in previous courses to demonstrate skills in analyzing, documenting, tabulating and presenting a variety of complex issues in individual and group settings.

Prerequisites: BUS140, BUS175, BUS185, ECN101; students must have completed six (6) quarters of study or the equivalent.

BUS310 ENTREPRENEURSHIP (4 credits/40 hrs.)

A view of entrepreneurship as an ongoing process, emphasizing such distinct phases as generation of an idea, recognition of an opportunity, launching a new venture, and managing the rewards. The course examines the roles of individual variables, group or interpersonal variables, societal variables, the marketing process in a new company, protecting intellectual property, and the impact of entrepreneurship on family members.

Prerequisite: MGT205

BUS370 BUSINESS ETHICS (4 credits/40 hrs.)

This course develops the skills needed to deal with ethical issues. It will provide an understanding of appropriate values, ethical pitfalls, applicable codes of conduct, and sound ethical reasons where codes do not apply.

Prerequisite: HUM101

BUS380 INTERNATIONAL BUSINESS AND TRADE (4 credits/40 hrs.)

A study of the characteristics of a global economy and its impact in developing various business strategies. The course covers such topics as foreign environment for overseas operations, the cultural environment, U.S. Government trade policies and programs for international business, importing, exporting, international economic policies, global market expansion, global management decisions and their implementation in international marketing, management, and finance.

Prerequisite: ECN201

BUS415 STOCK MARKET, MONEY, AND RISK (4 credits/40 hrs.)

An examination of the technical aspects of a structured system for personal investing in addition to illustrating the dynamics and factors that influence the U.S. economy and stock market. The course provides the student with both the economic and accounting fundamentals, as well as the technical investment understanding to make rational investment decisions with the objective of increasing personal wealth. Investment instruments are explained (stocks, bonds, mutual funds, etc.), as are the financial and technical bases for selecting, evaluating, obtaining, and managing a personal portfolio. Prerequisite: ECN201

CAP101 INTRODUCTION TO BUSINESS APPLICATIONS (4 credits/50 hrs.)

An introduction to the business uses of microcomputers, providing an overview of computerized business applications, including word processing, spreadsheet, database applications, as well as presentation software. Instruction and hands-on activities provide a basic knowledge of the uses of productivity application software and the role of computers in database and information management. Prerequisite:

None

HRA220 HUMAN RELATIONS (4 credits/40 hrs.)

This course examines the four major issues in human relations: understanding and managing oneself, dealing effectively with others, fostering career success, and managing one's personal life. These issues are presented within the premise that career and personal success are interrelated. Prerequisite: None

MGT102 MANAGEMENT PRINCIPLES (4 credits/40 hrs.)

Instruction in general management theories and in the application of those theories to real-world situations. Topics covered include planning and organizing, managing and coordination, and recruiting and staffing. Business-related decisions making processes and problem-solving strategies are addressed.

Prerequisite: None

MGT203 HUMAN RESOURCES MANAGEMENT (4 credits/40 hrs.)

This course addresses all aspects of personnel management, to include recruiting, advertising, interviewing, selection, training, salary negotiations, employee performance reviews, and promotion students also receive instruction on labor disputes and the legal aspects of personnel management.

Prerequisite: MGT102

MGT205 SMALL BUSINESS MANAGEMENT (4 credits/40 hrs.)

Instruction on the processes involved in starting and maintaining a small business. Topics covered include market research, finances, organizational planning, controlling inventory, staffing, and legal issues involved in small business management.

Prerequisite: MGT102

MGT305 LEADERSHIP (4 credits/40 hrs.)

An examination of the qualities and skills that leaders need in a rapidly changing world. The course covers such topics as courage, moral leadership, developing personal potential (personal leadership qualities), sources of power, building a community of followers, emotional intelligence, leading from the heart and mind, independent thinking, problem solving, personality and leadership styles, comparing management and leadership, valuing change, and collaboration, relationships, and diversity.

Prerequisites: SOC105 or combination of COM105 and SOC101

MGT350 STRATEGIC PLANNING (4 credits/40 hrs.)

This course is designed to teach the skills of strategic thinking and analysis. The course will focus on building abilities to apply appropriate strategic theories and models to reach meaningful conclusions along the way, strengthening critical thinking skills and analytical skills, and the ability to make defensible decisions and generate persuasive arguments.

Prerequisites: ACC300, BUS140

MGT405 ORGANIZATIONAL BEHAVIOR (4 credits/40 hrs.)

The integration of contemporary thinking about organizational design with classic ideas and theories. Concepts and models from organizational theory will be integrated with the changing events in the real world to provide the most up-to-date view of organization design available. The concept of leading by design is used to focus on the case studies of current companies that are successfully using organization design concepts to compete in today's complex and uncertain business world. Prerequisite: MGT305

MGT425 LABOR AND EMPLOYMENT LAW (4 credits/40 hrs.)

The study of the dynamics of the modern employment relationship. The participant should be competent to identify and understand legal and ethical issues well enough to know when to seek professional services, not to presume to perform them. Students will finish the course with a clear understanding of the law in general, agency and contracts of employment, their regulation by the government, and ethical considerations for corporate leaders. The focus of the course will be multidisciplinary and both theoretical and practical.

Prerequisites: MGT203, BUS170

MGT450 PURCHASING, LOGISTICS, AND SUPPLY CHAIN MANAGEMENT (4 credits/40 hrs.)

This course focuses on an increasingly vital part of today's global business operations: purchasing, logistics and supply chain management. The course will examine in detail the processes of procurement and managing the issues surrounding the flow of materials from raw material supplier to end-user. The primary focus will be on the processes typically associated with a product-based manufacture; however, commercial retailing will also be included. The integration and use of Just In-Time (JIT), Total Quality Management (TQM) and Enterprise Resource Planning (ERP) technologies will also be introduced.

Prerequisite: MGT350

MGT455 OPERATIONS MANAGEMENT (4 credits/40 hrs.)

An examination of the various operational elements impacting management, including purchasing, logistics, supply chain processes, and production and inventory controls. The course addresses the need for organizations to continuously improve flexibility, product quality, delivery, and cost. Prerequisite: ACC141, BUS115, BUS130, BUS140, CAP101

MGT470 SENIOR SEMINAR: ISSUES IN MANAGEMENT (4 credits/40 hrs.)

This course addresses real management solutions for today's turbulent times, from ethical scandals and continuing layoffs to increased global competition. This course will identify issues faced by today's managers.

Prerequisites: Senior standing and departmental approval.

MKT111 DIGITAL MARKETING (4 credits/40 hrs.)

This course provides students with an overview of existing and emerging technologies and approaches used by successful digital marketers to acquire, cultivate and measure customer relationships. Students will develop a deeper understanding of social media, search engines, email, internet marketing, content management, emerging media, and key metrics.

Prerequisite: BUS130

MKT121 MARKETING RESEARCH (4 credits/40 hrs.)

This course provides students with a basic understanding of marketing research methods and how these methods are used in managerial decision-making. Students will develop a deeper understanding of data collection techniques, measurement and scaling, sampling techniques, and data analysis.

Prerequisite: BUS130

ADMISSION

GENERAL ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS

Meet with Admissions Representative

The applicant must meet with an admissions representative before enrolling in the College. Admissions representatives advise applicants on available programs, admission requirements, assists them in completing the application for admission, and in understanding the enrollment agreement necessary for acceptance into a program.

Completion of High School or Equivalent

All applicants must be graduates of legitimate high school programs, have earned a General Educational Development (GED) certificate, or any other high school equivalent determined by the State in which the student obtained the diploma/certificate (GED refers to a set of standardized examinations entitling those who pass them to receive a credential considered as equivalent to completion of high school.) The following provides a list of methods recognized by the U.S. Department of Education that may be used to document high school equivalency:

- Successful completion of a professional (post baccalaureate) or doctorate degree program;
- Successful completion of a master's degree program;
- Successful completion of a bachelor's degree program;
- Successful completion of an associate's degree program;
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution or
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
- Home School, Private, and Non-Accredited Transcripts and Diplomas

Statement on Home School, Private, and Non-Accredited Transcripts and Diplomas

In states where homeschooling is permissible under state law, the College will accept homeschool diplomas or transcripts as proof of graduation. However, because home school curricula and state compulsory attendance requirements may vary, the College will take additional steps to ensure prospective students are prepared for collegiate-level coursework. Graduates of home schools or any other school treated as such under state law who wish to use a high school diploma as proof of graduation must take one of the following college-approved assessments and earn a qualifying score for admittance to the College. GED/TASC/HiSET or any other state approved high school equivalency exam*

Foreign High School Diploma

The College accepts foreign high school diplomas as proof of graduation. However, the College does not have the expertise to make that determination itself; therefore, the student must use a foreign diploma evaluation service. The evaluation service determines whether the foreign school credentials are evidence of completing the equivalent of high school education in the United States. Students are required to provide official or certified copies of academic records. Records in any language other than English must be accompanied by a certified English translation and statement of equivalency to U.S. by the Educational Credential Evaluators (www.ece.org) a member of the NACES accreditation organization (www.naces.org).

Any costs associated with having the diploma/transcript evaluated are at the student's expense.

Other Proof May Be Required

Where doubt exists as to the legitimacy of a high school or the quality of the curriculum, the applicant will be required to provide reliable documentation as requested by the College, pursuant to federal regulations. If such documentation is not provided, the applicant will be ineligible for admission and will not be permitted to attend classes until such proof is provided.

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

The following programs have admission requirements in addition to the general requirements above:

BUSINESS ADMINISTRATION MEDICAL MASSAGE THERAPY

To qualify for admission into these programs, applicants must have one of the following:

- ACT: Composite score of 16 (dating from within the last 5 years).
- An associate or bachelor degree with a minimum GPA of 2.0.
- SAT: Score of 930 (dating from within the last 5 years).
- TEAS: Score of 56
- Wonderlic: Score of 17 on the Wonderlic Scholastic Level Exam (SLE) administered by Beckfield College.
 - Only three (3) attempts of the test are permitted to achieve a qualifying score.
 - Applicants are required to take a refresher/boot camp course provided by the College prior to a third attempt.
 - Test - Free practice test available (www.wonderlictestprep.com)

DIAGNOSTIC MEDICAL SONOGRAPHY

To qualify for admission into these programs, applicants must have one of the following:

- ACT: Composite score of 16 (dating from within the last 5 years).
- An associate or bachelor degree with a minimum GPA of 2.0.
- SAT: Score of 930 (dating from within the last 5 years).
- TEAS: Score of 56
- Wonderlic: Score of 17 on the Wonderlic Scholastic Level Exam (SLE) administered by Beckfield College.
 - Only three (3) attempts of the test are permitted to achieve a qualifying score.
 - Applicants are required to take a refresher/boot camp course provided by the College prior to a third attempt.
 - Test - Free practice test available (www.wonderlictestprep.com)

NURSING

PN, AASN, & BSN. Does not apply to the RN-BSN program.

Before being permitted to attend nursing concentration courses, students enrolled in a program that leads to licensure/Registered Nurse (RN) must possess and provide documentation of:

- a Practical Nursing license;
- a Certified Nurse Assistant (CNA) certificate;
- a certificate of completion/proof of completion of a Nurse Assistant program approved by the appropriate state agency, or
- they must have successfully completed the NUR100 pre-nursing course at Beckfield College.

Background Check

Students are also expected to submit to background checks. Due to restrictions from clinical sites, applicants with certain charges or convictions may be disqualified. Some clinical sites request drug and/or alcohol screening as part of their process, which may also disqualify a student if he or she tests positive.

Applicants must have one of the following:

- ACT score from within last 5 years.
 - 16 for Diploma in Practical Nursing
 - 19 for Associate of Applied Science, Nursing
 - 20 for Bachelor of Science, Nursing
- An associate or bachelor degree with a minimum GPA of 2.0.
- SAT score from within last 5 years.
 - 930 for Diploma in Practical Nursing
 - 1000 for Associate of Applied Science, Nursing
 - 1060 for Bachelor of Science, Nursing
- TEAS score within last year (last twelve months).
 - TEAS can only be taken twice per application.
- Transfer Credits*
 - 24 academic quarter credit hours with a GPA of 2.4 or higher
 - 30 academic quarter credit hours with a GPA of 2.7 or higher
 - 30 academic quarter credit hours with a GPA of 2.95 or higher
- Wonderlic Scholastic Level Exam (SLE)**
 - Practical Nursing
 - Overall: 18
 - Associate of Applied Science in Nursing
 - Overall: 19
 - Bachelor of Science in Nursing (except RN-BSN)
 - Overall: 19
 - Test - Free practice test available (www.wonderlictestprep.com)

* Occupational associate degrees and non-nursing collegiate diplomas are not recognized as academic qualifiers for admission into any of the nursing programs. **A Wonderlic test may be attempted three times. An applicant is required to take a refresher course prior to the third attempt.

BACHELOR OF SCIENCE IN NURSING (RN TO BSN)

To enroll for completion of the baccalaureate degree, the applicant must meet all three of the following requirements:

- A.A.S. / A.D.N. Degree – An earned associate degree from an institution recognized by the U.S. Department of Education. An unofficial transcript may be presented for conditional enrollment, but Beckfield College must receive an official transcript of the associate degree from the student's prior institution within thirty (30) days of enrollment to be permitted to begin the BSN completion program.
- RN License – A current, unrestricted licensure as a Registered Nurse. (Official documentation of licensure is required for enrollment.)
- Completion of at least 32 quarter credit hours, or the equivalent, in collegiate general education courses, which must include:
 - Eight (8) quarter credit hours of Communications
 - Eight (8) quarter credit hours of Psychology
 - Twelve (12) quarter credit hours of science with at least two (2) quarter credit hours in lab
 - Four (4) quarter credit hours of mathematics
- Registered Nurses who are graduates of one of the College's associate degree programs in nursing are deemed to have met course and degree requirements for admission into the baccalaureate degree program.

Notice: The College teaches to the license and certification standards of the Commonwealth of Kentucky. If a student plans to work in any state other than Kentucky, it is the student's responsibility to verify that state's permit, license, or certification requirements. A state's requirement may include, among other things, specialized training that is not required in Kentucky and as a result may not be sufficiently covered in the College's curriculum. The College disclaims responsibility for the failure of any student to meet the educational requirements for a permit, license, or certification in any jurisdiction other than Kentucky. For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

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Course Descriptions – General Education

COMPOSITION AND HUMANITIES

COM101 SPEECH COMMUNICATION (4 credits/40 hrs.)

This course is designed to develop an understanding of the oral communication process. The focus is on improving oral communication skills, idea and message development, and the effective presentation of ideas.

Prerequisite: None

COM300 PROFESSIONAL COMMUNICATION (4 credits/40 hrs.)

This course focuses on effective written and oral communication and critical thinking strategies. Topics covered will include workplace communication, letter and report writing, persuasive communication, creating executive summaries, analyzing, and synthesizing data, and presentation skills. Communication in virtual environments will also be discussed.

Prerequisite: None

ENG111 COMPOSITION I (4 credits/40 hrs.)

A course in expository writing, emphasizing those methods which are most frequently used in analysis, evaluation, and argument. Though the course assumes competence in grammar, usage, and mechanics, appropriate review in these skills will be provided as the need arises.

Prerequisite: ENG 090 or placement

ENG112 COMPOSITION II (4 credits/40 hrs.)

A continuation of ENG 111, designed to teach students to compose effective argumentative essays, including a researched essay. Emphasis is placed on selection and restriction of topics, thesis statements, organization, development, coherence, clarity, and style. Adherence to the conventions of grammar, usage, and mechanics is required.

Prerequisite: ENG111

ENG 250 RHETORICAL PERSUASION (2 credits/20 hrs.)

A study of the methods of persuasion: logical and emotional appeals and trustworthiness, ways of structuring arguments, and persuasive style. Students will learn to create and critique arguments on a variety of subjects. Prerequisite: ENG 112

ENG301 AMERICAN LITERATURE (4 credits/40 hrs.)

A survey of American literature during the 19th and the 20th centuries. Literature, speech, and writing are assimilated into course experiences. Students are exposed to a variety of literary genres (novels, short stories, dramas, poetry, and essays). Students learn to interpret selected works, and continue to develop their reading and writing skills.

Prerequisite: ENG 112 or dean approval

HUM101 ETHICS (4 credits/40 hrs.)

An introduction to ethical theories, human conscience, and the process of moral decision-making. Morality and immorality, natural law, values, and ideals are addressed.

Philosophical views are applied to contemporary settings.

Prerequisite: none

HUM315 CRITICAL THINKING (4 credits/40 hrs.)

An exploration of the essential characteristics of good arguments. Emphasis is placed on the identification, interpretation, and evaluation of written arguments as well as on the ability to justify interpretative and evaluative judgments. Central to the course is the ability to recognize why a good argument persuades and why a misleading or fallacious argument does not.

Prerequisite: ENG112 or dean approval.

MATHEMATICS

MTH100 INTRODUCTION TO STATISTICS (4 credits/40 hrs.)

An introduction to descriptive and inferential statistics, with an emphasis on the collection, analysis and interpretation of data. The student will learn to interpret basic statistical information such as frequency tables and percentages so that they may make more rational decisions when confronted by statistical data.

Prerequisite: None

MTH115 MATHEMATICS FOR HEALTH CARE PROFESSIONALS (4 credits /40 hrs.)

Instruction and practice in mathematical concepts relevant to health care professions. Topics include fractional values, calculations, conversions, ratios, and proportions, as well as critical analysis of numerical data and statistical reports. Review and practice of basic mathematical operations is provided as needed. A grade of C (70%) is the minimum passing grade in this course. (PN, 10 outside hrs.).

Prerequisite: None

MTH120 QUANTITATIVE REASONING (4 credits/40 hrs.)

Online instruction in mathematical problem-solving skills and concepts. Topics include the use of logic and critical thinking in solving problems, analysis of information suggested by statistical data, determination of probability, solution by means of geometry, and other applications of mathematical analysis.

Prerequisite: None

MTH140 ALGEBRA (4 credits /40 hrs.)

This algebra course provides a fundamental understanding of basic algebraic principles including, operations with algebraic expressions, linear & quadratic equations, inequalities, polynomials, and classification of the real number system.

Prerequisite: None

MTH305 STATISTICS (4 credits /40 hrs.)

An introduction to descriptive and inferential statistics, with an emphasis on the collection, analysis, and interpretation of data. The student will learn to interpret statistical information, to discriminate between sound and unsound statistical methods and results, and to make more rational decisions when confronted by statistical data.

Prerequisite: MTH115 or MTH120 or dean approval.

NATURAL SCIENCES

BIO105 NUTRITION (2 credits/20 hrs.)

A general overview of human nutrition will be examined including the functions of proteins, lipids, carbohydrates and the major vitamins and minerals that are determinants of health and diseases in human populations. Topics include the dietary sources, intake levels, physiological role, and requirement of major nutrients; the role of nutrition in growth and health through the life cycle and; the rationale for the development of dietary guidelines. (5 outside hrs.)

Prerequisite: None

BIO151 ANATOMY & PHYSIOLOGY I (4 credits/50 hrs.)

The basic structure and function of body systems and organs are studied to develop a basic knowledge of human anatomy and physiology. The structure and function of organs, and systems are covered. Among the systems studied are the integumentary, skeletal, muscular, nervous, endocrine and sensory. A grade of C (78%) is the minimum passing grade for this course. (PN, 10 outside hrs.)

Prerequisite: None

BIO152 ANATOMY & PHYSIOLOGY II (4 credits/50 hrs.)

The structure and function of body systems and organs are studied to develop a basic knowledge of human anatomy and physiology. The structure and function of organs and systems are covered. Among the systems studied are the cardiovascular, respiratory, digestive, urinary, and reproductive. A grade of C (78%) is the minimum passing grade for this course. (PN, 10 outside hrs.)

Prerequisite: BIO151

BIO163 ANATOMY AND PHYSIOLOGY I (6 credits/70 hrs.)

The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Among the systems studied are the integumentary, skeletal, muscular, nervous, endocrine and sensory. Anatomical and basic medical terminology is examined in conjunction with each organ system. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: None; Co-requisite: BIO163L

BIO164 ANATOMY AND PHYSIOLOGY II (6 credits/70 hrs.)

The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, and organs are covered within each body system. Among the systems studied are the immune, cardiovascular, digestive, respiratory, urinary, and reproductive. Basic genetics and heredity, acid-base imbalances and metabolism are covered. Anatomical and basic medical terminology is examined in conjunction with each organ system. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: BIO163; Co-requisite: BIO164L

BIO200 MEDICAL MICROBIOLOGY (4 credits/50 hrs.)

An introduction to the role of microorganisms in human health and disease. Topics covered include the structure, physiology, biochemistry, and genetics of bacteria, fungi, protists, helminths, and viruses. Epidemiology, immunology, and the disease process will also be covered.

Prerequisites: BIO163 AND BIO164; Co-requisite: BIO200L

BIO200L MEDICAL MICROBIOLOGY LAB (See BIO200)

An introduction to the role of microorganisms in human health and disease. Topics covered include the structure, physiology, biochemistry, and genetics of bacteria, fungi, protists, helminths, and viruses. Epidemiology, immunology, and the disease process will also be covered.

Prerequisites: BIO162, BIO164; Co-requisite: BIO200

BIO300 NUTRIENT METABOLISM (4 credits/40 hrs.)

This course provides an examination of the nutritional biochemistry and the metabolic role of nutrients throughout the human life cycle. Studies recommended intakes of nutrients, along with the complete cycle of nutrient ingestion; absorption, utilization, and excretion are discussed. Examines advanced concepts in physiology and biochemistry in order to explain nutrient function and interdependence. Prerequisite: None

CHM 105 CHEMISTRY WITH LAB (7 credit/70 hrs.)

An integration of the basic concepts of inorganic and organic chemistry and biochemistry to explain the components of our universe and the interactions of these components. The course emphasizes the composition, structure, properties and transformation of matter, especially as these affect human lives.

Prerequisite: None, Co-requisite: CHM 105L

SOCIAL AND BEHAVIORAL SCIENCES

ECN101 MACROECONOMICS (4 credit/40 hrs.)

Instruction in the principles and procedures required for the understanding of macroeconomics. Topics covered include analysis, income and prices, monetary and fiscal policies, and human wants and scarcity.

Prerequisite: None

ECN201 MICROECONOMICS (4 credit/40 hrs.)

Instruction in the principles and procedures required for understanding microeconomics. Topics covered include revenue and cost projections, elasticity, market structure, pricing, supply and demand, income distribution, efficiency and profit.

Prerequisite: ECN 101 Macroeconomics

HIS215 AMERICAN HISTORY: SOCIETY, CULTURE, AND LAW (4 credit/40 hrs.)

Under review

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Fee Description	Fee
Replacement Diploma Fee	\$15 (per diploma request)

Page 67**Foreign College/Post-Secondary Transcripts**

An employment applicant or a student who wishes to submit a foreign transcript for consideration by the College, must first have the transcript evaluated by an agency that has the expertise to evaluate foreign transcripts. The agency must determine the equivalency of the degree to degrees or diplomas awarded by institutions in the United States. The College will not accept foreign transcripts that are hand-delivered by the student.

For college course credit, the evaluation must provide a course-by-course analysis of the transcript, including grade and credit hour equivalencies for each course. If the transcript represents an earned credential, the analysis must indicate an equivalent credential. The applicant or student is responsible for any fee/s or other charges related to obtainment of these documents by the credential evaluation service.

Students are required to provide official or certified copies of academic records. Records in any language other than English must be accompanied by a certified English translation and statement of equivalency to U.S. credits, diplomas, or degrees by the Educational Credential Evaluators (www.ece.org) a member of the NACES accreditation organization (www.naces.org). As of June 1, 2024, This is the only service provider

approved for evaluation accepted at Beckfield College. For high school diplomas, please review the Foreign High School Diploma section of the catalog.

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Restarting into Associate of Applied Science in Nursing (AASN) program after Graduating from Diploma Practical Nursing (PN) program.

Nursing policy explanation:

Students who graduated from the Diploma Practical Nursing (PN) program, who previously attempted the Associate of Applied Science in Nursing (AASN), may be eligible to appeal and reenter into the AASN program. The student/PN graduate must have passed PN-NCLEX on the first attempt.

If the appeal is approved and the student/PN graduate reenters, the following will apply:

- The student must remediate/audit as required by the Nursing Student Handbook.
- If the student has already previously failed an NUR course (<78%), the course must be repeated as soon as possible.
- If the student has already previously failed two NUR courses (<78%) the student may only attempt/fail one additional NUR course as a reenter into the AASN program, if the student fails any additional courses*, they student will be dismissed from the program with no additional appeal options.
 - *If a student is in a debilitating accident (e.g., hospitalized for multiple weeks, house burns to the ground) and it causes multiple failures in exact same term, a panel of nursing faculty may be created to review the extenuating circumstance/s.

Registrar/Academic Record/Transcript explanation:

If a student who originally started the Associate of Applied Science Nursing program, switched to the Diploma Practical Nursing program and graduated, the student's academic record when restarting the AASN program, if approved to do so, will reflect the following:

- All previously attempted courses (passed, failed, and withdrew) will be listed on the transcript.
- Once a previously failed course (<78%) is repeated, the grade will be replaced in the GPA calculation. However, it will remain on the transcript and be calculated as an attempt in course completion rate.
- All academic history will be displayed on official and unofficial transcripts.

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Institutional Grants & Scholarships MOU

The following information outlines the eligibility requirements and conditions for all Beckfield College Institutional Grants & Scholarships. All requirements are student driven and not subjective to a committee. The funding will be applied directly to tuition, fees, and books.

Institutional Grants & Scholarships MOU (cont.)

Eligibility Requirements:

- (1) Must complete and earn a minimum of 12 credits at the college each academic term.
- (2) If receiving federal student loan funds and/or non-federal student loan funds, the student must have an Acknowledge to Credit Account on file authorizing the return of loan funds to the federal government.
- (3) The student must not be an employee or immediate family member of an employee Beckfield College, and currently participating in the Tuition Voucher Program.

Institutional Grants & Scholarships Expectations:

- (1) These awards were created by Beckfield College to assist its students to reach graduation while following responsible borrowing practices.
- (2) The Institutional Grants & Scholarships will be disbursed to a student's account after successful completion of at least 12 earned credits for the academic term and maintenance of Satisfactory Academic Progress in accordance with the Satisfactory Academic Progress policy.
- (3) If a student is eligible for and elects to receive a loan(s), the student's loan(s), in combination with all other aid/benefits and the Institutional Grants & Scholarships, cannot create a credit balance during the student's loan period or academic year.
- (4) The Institutional Grants & Scholarships have no cash value. The amount of the grant or scholarship is applied upon award as follows: (i) against any amounts owed by the student to the school, with the oldest amounts paid off first, and (ii) after any past due amounts owed to the school are repaid, against tuition owed for the current academic term.

General Conditions:

- (1) Beckfield College reserves the right to determine student eligibility, and to cancel, suspend and/or modify The Institutional Grants & Scholarships. If Institutional Grants & Scholarships is terminated, Beckfield College may, in its sole discretion, determine the final recipients from among applications received from eligible students up to the time of such termination action using the eligibility procedures outlined above.
- (2) Beckfield College, in its sole discretion, reserves the right to disqualify any otherwise eligible students who are in violation of student responsibilities as outlined in the institution's Academic Catalogs and Addenda and Student Handbooks.

Beckfield College Institutional Grants & Scholarships

- Academic Achievement Award
- Nightingale Scholarship (3-Year BSN)
- High School Scholarship
- Healthcare Opportunity Grant (Beckfield Graduates Only)
- Future Focus Grant (8 Quarter RN program only)
- Foley Scholarship (Beckfield Graduates Only)
- Healing Touch Scholarship (Beckfield Graduates Only)

Standards of Academic Progress (SAP)

At the conclusion of each quarter, every student's academic record is evaluated to ensure that the student is making satisfactory progress toward graduation. Two standards apply: the course completion rate (CCR) and the cumulative grade-point average (CGPA). These standards apply to all students without exception.

The course completion rate (CCR) is evaluated at the end of each quarter of enrollment to ensure that the student can successfully complete his or her program within the maximum program length. The course completion rate is determined by dividing the number of credit hours the student has earned by the number of credit hours the student has attempted. Credits earned are those for which the student has received a grade of A, B, C, D, PC, or TC. Credits attempted are those for which the student has received a grade of A, B, C, D, F, I, PC, TC, W, or WF. In order to graduate, the student may not exceed the maximum program length; that is, the student may not attempt more than 1.5 times the number of credit hours required by his or her program (rounded down to the nearest whole number).

The cumulative grade-point average (CGPA) is evaluated at the end of each quarter of enrollment to ensure that the student can complete his or her program with the required CGPA of at least 2.00. To be eligible for graduation, a student must have completed his or her program with a CCR of no less than two-thirds (67%) and a CGPA of no less than 2.00. These two requirements are referred to as the graduation standards.

The Bachelor of Science in Nursing requires that the student complete the junior and senior years within 1.5 times the credit hours required with a CGPA of at least 2.00. Because this is a degree-completion program (associate to baccalaureate), the student's academic progress is determined only by the CCR and CGPA achieved in his or her junior and senior years.

The minimum standards indicated in the chart below apply to all students, regardless of their enrollment status (full-time or part-time) in any quarter. To maintain good standing, a student must meet or exceed both the CCR and the CGPA standard at each evaluation point.

Students in clock-hour programs should consult the policies in the "Clock-Hour Policies" section of this catalog.

Minimum Standards of Academic Progress

Degree Programs

End of quarter 1	CCR:	33%	CGPA:	1.00
End of quarter 2	CCR:	45%	CGPA:	1.25
End of quarter 3	CCR:	50%	CGPA:	1.50
End of quarter 4	CCR:	55%	CGPA:	1.60
End of quarter 5	CCR:	60%	CGPA:	1.80
End of quarter 6*	CCR:	67%	CGPA:	2.00
End of each	CCR:	67%	CGPA:	2.00

subsequent
quarter

**A degree student who fails to meet either standard at the conclusion of his or her sixth quarter or any quarter thereafter will be suspended.*

Diploma Programs

End of quarter 1	CCR:	33%	CGPA:	1.25
End of quarter 2	CCR:	50%	CGPA:	1.60
End of quarter 3	CCR:	60%	CGPA:	1.80
End of quarter 4	CCR:	67%	CGPA:	2.00

End of each subsequent quarter	CCR:	67%	CGPA:	2.00
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Upon the first failure to meet either of the minimum standards, the student will receive a notification of Academic Warning and will be required to meet with his or her Academic Dean or Director for academic counseling. If the student is receiving federal financial assistance, he or she will also be placed under Financial Aid Warning but will remain eligible for financial aid.

After the second consecutive failure to meet either of the minimum standards, the student will be notified that he or she is under Academic Suspension. If the student is receiving federal financial assistance, he or she will immediately be placed under Financial Aid Suspension and will be notified of this loss of eligibility.

If extenuating circumstances have caused or substantially contributed to the student's failure to maintain academic progress and the student wishes to remain enrolled, he or she must submit a written appeal to his or her Academic Dean or Director. This appeal must explain the circumstances that have impeded the student's academic success and what actions the student has taken to overcome those circumstances.

If the student's appeal is approved, an Academic Improvement Plan must be developed and approved by the student and his or her Academic Dean or Director. This plan will set the requirements that the student must meet in order to remain enrolled and recover good academic standing.

If the student has been receiving federal financial assistance, he or she must also submit to the Office of Student Financial Services a written appeal for reinstatement of eligibility. This appeal must include:

1. A detailed explanation for the student's failure to meet the Standards of Academic Progress,
2. Documentation of the circumstances which have obstructed his or her academic progress,
3. The actions the student has taken to correct his or her academic deficiencies, and
4. A copy of the student's Academic Improvement Plan.

If all necessary appeals are approved, the student will be placed on Academic Probation for no more than two quarters of enrollment, during which he or she must recover good academic standing. Failure to do so will result in the student's academic dismissal from the College. A student who has successfully appealed loss of financial aid eligibility will be notified that he or she is under Financial Aid Probation for the term of the Academic Probation.

The following circumstances will result in dismissal from a program for lack of academic progress:

1. The student has failed to satisfy the terms of his or her Academic Improvement Plan.

2. The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
3. It is determined at any time that it is mathematically impossible for the student to achieve graduation standards within the maximum program length (1.5 times the number of credit hours in the program).
4. The student's final appeal of any academic action has been denied.

Probationary Period - Degree Programs

A student whose appeal is approved will have academic and financial aid eligibility reinstated on a probationary basis for two academic terms. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under an approved Academic Improvement Plan by the end of the Probationary Period. A student who fails to make progress under the approved Academic Improvement Plan will not be allowed to submit another appeal.

Re-establishing Eligibility after being placed on probation – Degree Programs

A student who has met the SAP standards after being placed on probation will be removed from the probation status. A student who has failed to make progress during the Probationary Period may re-establish his/her financial aid eligibility after meeting the following conditions: The student may enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

Suspension / Termination - Degree Programs

The following circumstances will result in dismissal from a program for lack of academic progress:

1. The student has failed to satisfy the terms of his or her Academic Improvement Plan.
2. The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
3. It is determined at any time that it is mathematically impossible for the student to achieve graduation standards within the maximum program length (1.5 times the number of credit hours in the program).
4. The student's final appeal of any academic action has been denied.

A student's financial aid eligibility will be suspended or terminated if either of the following occurs:

- The student fails to meet either or both the Qualitative and Quantitative standards by the end of the Warning Period.

Reinstatement – Degree Programs

Students may submit a SAP appeal. If approved, students may be placed on an Academic Improvement Plan and granted additional time. Terminated students may apply for re-entry/re-enrollment upon the following conditions. A minimum of one grading period must elapse from the end of the grading period in which the date of termination occurred; provide a written plan detailing how the student has addressed the issues that led to the termination.

Satisfactory Academic Progress for Clock-Hour Programs

All Beckfield College students, whether or not they receive federal financial aid, are required to make academic progress toward completion of a degree or certificate. Satisfactory progress for a clock-hour program is evaluated at the end of each academic term in order to determine if the student has successfully completed their scheduled clock hours for that academic term. To be considered to be making Satisfactory Academic Progress (SAP) and to be eligible for the federal financial aid, a student must be meeting all of the following conditions:

Qualitative - Grade-Point Average - Clock-hour students must maintain a cumulative grade-point average (CGPA) of at least 2.0 to be examined at the end of each academic term.

- Quantitative - Pace of Progress - All students must successfully complete at least 75% of their cumulative attempted clock hours to stay on pace within the Maximum Time Frame requirements.
- Attempted clock hours are the hours a student attends each academic term.
- Transfer clock hours accepted toward the student’s program are included in both the attempted clock hours and completed clock hours.
- Excused absences must be made up.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, he/she must notify the Financial Aid Office.

Maximum Time Frame - All students must complete their program requirements within 150% of the time it normally takes to complete the program (as measured in clock hours and calendar weeks). For example, a student must successfully complete a total of 900 clock hours in less than 1350 total attempted clock hours (900 x 150% = 1350). Also, a 48-week program must be completed in less than 72 weeks.

SAP Table - Medical Massage Therapy – Diploma

Academic Term/ Evaluation Point:	TERM 1	TERM 2	TERM 3	TERM 4
Scheduled Clock Hours	240	240	240	180
Minimum SAP %	75%	75%	75%	75%
Minimum CGPA	2.0	2.0	2.0	2.0
Minimum Earned Hours	180	360	540	675
Instructional Weeks	12	12	12	12

Program length – 48 weeks. Maximum program length – 72 weeks.

Warning Period

A student who fails to meet either or both the Qualitative and Quantitative standards will be given a Warning Period of one academic term. During the Warning Period, a student may continue to receive the financial aid for which he/she is otherwise eligible.

Suspension / Termination

A student’s financial aid eligibility will be suspended or terminated if either of the following occurs:

- The student fails to meet either or Both the Qualitative and Quantitative standards by the end of the Warning Period.
- The student has attempted 150% of the clock hours required for the certificate program.

Reinstatement – Clock Hour Programs

Students may submit an SAP appeal. If approved, students may be placed on an Academic Improvement Plan and granted additional time. Terminated students may apply for re-entry/re-enrollment upon the following conditions. A minimum of one grading period must elapse from the end of the grading period

in which the date of termination occurred; provide a written plan detailing how the student has addressed the issues that led to the termination.

Appeals

The appeals process for academic issues, SAP status, and financial aid decisions are the same for students in all programs (clock-hour and credit-hour) as found in the previous sections of this catalog.

Probationary Period - Clock Hour Programs

A student whose appeal is approved will have academic and financial aid eligibility reinstated on a probationary basis for one academic term. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under an approved Academic Improvement Plan by the end of the Probationary Period. A student who fails to make progress under the approved Academic Improvement Plan will not be allowed to submit another appeal.

Re-establishing Eligibility after being placed on probation

A student who has failed to make progress during the Probationary Period may re-establish his/her financial aid eligibility after meeting the following conditions: The student may enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

Suspension / Termination - Clock Hour Programs

The following circumstances will result in dismissal from a program for lack of academic progress:

1. The student has failed to satisfy the terms of his or her Academic Improvement Plan.
2. The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
3. It is determined at any time that it is mathematically impossible for the student to achieve graduation standards within the maximum program length (1.5 times the number of credit hours in the program).
4. The student's final appeal of any academic action has been denied.

A student's financial aid eligibility will be suspended or terminated if either of the following occurs:

- The student fails to meet either or Both the Qualitative and Quantitative standards by the end of the Warning Period.
- The student has attempted 150% of the clock hours required for the certificate program.

Notification

Students will be sent written if their status changes as a result of the SAP evaluation.

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SEVP Certification

Beckfield College is authorized under Federal law to enroll nonimmigrant alien students.

SEVP Approved Programs For F-1 International Students

- Bachelor of Business Administration

- Bachelor of Science in Nursing
- Associate of Applied Science in Business Administration
- Associate of Applied Science in Nursing
- Associate of Applied Science in Diagnostic Medical Sonography

INTERNATIONAL STUDENT POLICIES (ISP)

The Designated School Official (DSO) is Jihoon Doh.

ISP: Maintaining F-1 Student Status

To remain in F-1 status, a student is required to:

- Be a full-time student unless authorized otherwise by the DSO. Students enrolled in the degree programs must be enrolled in minimum 12 credit hours per term. No more than the equivalent of one online class or three credit hours per term is allowed to be counted towards the full course of study requirement.
- Meet program registration requirements every term.
- Maintain Satisfactory Academic Progress (SAP).
- Obtain proper employment authorization before beginning any work (if applicable).
- Report changes in address, legal name, or program within 10 calendar days of the change to the DSO.
- Obtain the DSO approval before traveling outside of the U.S.
- Report any intention to transfer to another school, leave the country or change status to the DSO.
- Obtain an updated I-20 when a funding source changes.
- Obtain approval from the DSO before starting a leave of absence.
- Keep a valid passport and Form I-94 at all times. Expiring passports can be renewed in the United States. through the Embassy of the student’s home country.
- File timely request for practical training and other changes or additions.
- Students who fail to maintain their F-1 student status are considered to be “out of status” and are not eligible for any student status benefits such as on- and off-campus employment, practical training, or registration for future courses. Out-of-status students must apply to USCIS to reinstate their F-1 status.
- Eligibility for student visa benefits can be regained if USCIS approves the reinstatement. For questions regarding the status reinstatement, students should contact the DSO.

ISP: Social Security Number Regulations

Federal regulations prohibit international students with F-1 visas from receiving a valid Social Security Numbers for employment purposes unless the student receives on-campus or off-campus employment, curricular practical training (CPT), or optional practical training (OPT). To apply for a Social Security Number, students must see the DSO who will explain the process based on the student’s employment options.

The following documentation will need to be provided to Social Security Office:

- A completed Form SS-5
- An I-20 Form with page 2 completed and signed by DSO
- An I-94 Form

- A valid passport
- Evidence of employment (letter from the employer with employment start and end dates)
- Confirmation letter from the DSO verifying the employment offered
- Students who receive a Social Security Number must provide the number to the Registrar.

ISP: Driver's License

To apply for or renew a driver's license, students should see the DSO.

ISP: F-1 Student Employment Opportunities

"Employment" is defined as the rendering of services on either a part-time or full-time basis for compensation, financial or otherwise. It is important to remember that the employment of F-1 international students is restricted and controlled by U.S. Citizenship and Immigration Services (USCIS) regulations. Failure to comply with USCIS regulations will result in termination of F-1 student status.

ISP: Employment Eligibility Verification Form (I-9 Form)

F-1 international students who are authorized for employment and their employers must complete the Employment Eligibility Verification Form (I-9 Form). The employer will retain the form. The I-9 Form must be updated each time a student receives a renewal of work permission. In general, F-1 students who have been in the U.S. less than five years may be exempt from Social Security (FICA) taxes. Student earnings are subject to applicable federal, state, and local taxes. Students must file a tax return on or before April 15th each year, which will determine if any of the withheld taxes can be refunded.

ISP: On-Campus Employment

F-1 international students, who are enrolled full-time, may be eligible to work on campus. According to USCIS regulations, international students may work on campus up to 20 hours per week while school is in session and up to 40 hours per week during scheduled vacation breaks if on-campus positions are available. On-campus employment is not permitted after graduation. Students who participate in on-campus employment are eligible to apply for Social Security Number. The DSO can help with the SSN application process.

ISP: Off-Campus Employment Based on Economic Necessity

F-1 international students may not work off-campus unless they receive permission from the U.S. Citizenship and Immigration Services (USCIS). To qualify for work permission due to economic necessity students must have been in the U.S. on an F-1 visa for at least one academic year, be enrolled full-time, and be in good academic standing. In addition, students must prove to USCIS that their financial circumstances have changed unexpectedly and that they no longer have sufficient funds to remain in school. They must also prove that work will not interfere with their studies. When circumstances warrant, USCIS will grant that permission based on severe and unforeseen economic hardship.

ISP: Practical Training

International students cannot engage in internships/externships, including volunteer positions, without approval from the U.S. Citizenship and Immigration Services (USCIS) and the College.

There are two types of Practical Training: Curricular Practical Training and Optional Practical Training.

Curricular Practical Training

F-1 students may engage in curricular practical training under certain conditions and only after receiving DSO approval.

To qualify for CPT, the student must:

- Continually maintain the F-1 student status in the U.S. and be active in SEVIS while applying. Students waiting for reinstatement, applicants wishing to transfer to the college with a terminated or a completed status, or those with a newly approved status change are not eligible for CPT.
- Be lawfully enrolled on a full-time basis for one academic year in the U.S. prior to CPT authorization.

Optional Practical Training

Optional practical training is designed to permit international students to gain practical experience in their major field of study after graduation and up to 12 months. USCIS permits international students to gain this experience during the year following their graduation. Students who obtain permission to engage in practical training after graduation remain in F-1 student status and may work legally and earn a salary without attending the school.

USCIS requires international students to work in a position that is directly related to their major.

A job offer is not required to apply for practical training after graduation. USCIS permits students to search for jobs during the one year of practical training, but the students may only be unemployed 90 days out of one year of OPT. USCIS also permits students to work as volunteers or unpaid interns, as long as their work meets OPT requirements and does not violate any local labor laws.

To qualify for OPT, F-1 students must apply for Employment Authorization Document (EAD) within the following time period: no more than 90 days prior to graduation and no more than 60 days after graduation. Applications are completed by DSO, after which the student must send applications to USCIS for adjudication. Approval often takes two to three months, so students are encouraged to apply early

ISP: CPT Application and Authorization Procedures

Students who meet all eligibility requirements for CPT must submit the following paperwork:

- CPT Request Form;
- Completed externship packet.

If CPT request is approved, the student will receive a new I-20 Form with CPT authorization. Students may engage in CPT employment only after they have received the I-20 Form with CPT authorization from the DSO. Work authorization is valid only for the specific externship site and the time period as approved and recorded by the DSO as evidenced on the I-20 Form. Students can neither begin externship until the CPT has been approved, nor continue externship beyond the date listed on their I-20 Form.

ISP: Maintaining CPT Authorization

To maintain the CPT authorization students must:

- Maintain full-time enrollment at all times while participating in CPT. CPT authorization will be voided if a student falls below the full-time status or is withdrawn from the program. Students authorized to take a leave of absence will not be eligible for CPT during the time of the leave.
- Maintain Satisfactory Academic Progress (SAP).
- Complete all externship requirements as prescribed by their program of study.
- Engage in externship only at the approved externship site and during the time period as authorized by the DSO on the I-20 Form.
- Immediately report any termination of externship to the Director of Clinical Externships and DSO.

ISP: Reduction In Course Load

Students considering dropping below full-time enrollment for any reason must first receive DSO approval. Dropping below full-time course load without the DSO approval will jeopardize student's F-1 student status.

Students may be eligible for a reduction in course load in the following situations:

- **Academic Difficulties:** If a student is facing difficulties with the English language or reading requirements; is unfamiliar with the U.S. teaching pedagogy; or has been improperly placed in a course level, he or she should meet with the DSO who may authorize a reduction in course load. A reduced course load may not be available in some programs. The Code of Federal Regulations (CFR) states that a student must resume a full course of study at the next available term in order to maintain F-1 student status. According to the CFR, except as otherwise noted, a reduced course load must consist of at least nine clock hours a week.
- **Medical Conditions:** To authorize a reduction in course load due to a medical condition, students must provide medical documentation to the DSO.

ISP: Transferring Out

Students planning to transfer to another school in the U.S. should first consult with the DSO on their transfer eligibility. To complete the transfer, the student must provide the following documents:

- A transfer form and acceptance letter
- Accepting institution's address and contact information
- Students must update their contact information before transferring out

In order to be transferred "in-status" students must be in good academic standing with the College. Transfer out requests take 5 – 10 business days to process. To avoid jeopardizing their F-1 status, students must check that their transfer out was completed upon arrival at the new school.

ISP: Travel

Students who plan to travel outside of U.S. including trips to Canada or Mexico must receive DSO approval and appropriate documentation before leaving the country, otherwise they may be denied re-entry into the

U.S. To receive DSO approval, the students must submit the following documents at least two weeks before departure:

- Current I-20
- Copy of Passport (must be valid at least six months from the departure date)
- I-94 card
- Proof of travel documents.

End of INTERNATIONAL STUDENT POLICIES (ISP) section.

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TRANSCRIPTS

The student’s academic transcript records every course for which the student has registered, as well as any credentials awarded by the College. A sealed, dated, and signed copy of this record constitutes an official transcript. An official transcript will not be released to third parties without the student’s or graduate’s written authorization. A transcript request form is available in the Registrar’s office or online at www.beckfield.edu. No fee is charged for a transcript provided to a student upon his or her graduation. Otherwise, a fee is charged for each official transcript issued (see TUITION AND FEES). Transcripts are normally processed within five business days of the student’s or graduate’s written request.

Please see the Record Retention Policy below which applies to the Registrar’s office:

Record Retention Schedule	
Document Type	Retention Period
Attendance Records	Permanent/Campus Vue
Final Grade Reports	Permanent/Campus Vue
Transcripts	Permanent/Campus Vue
Student Academic Files	Maintain entire student file for 5 years after the last date of attendance
Official Transcripts from other College’s	Students who have supplied an official transcript to Beckfield College, the official transcript from the other institution will be discarded five years after the students last day of attendance.
Cancel Files	Files of students who cancel their enrollment prior to starting classes must be kept for five academic years.

Hard copies of attendance rosters will be discarded after one academic term. Campus Vue records are the permanent records. Hard copies of final grade reports and grade calculations will be discarded after one academic term.

Please note retention periods are subject to change based on Federal, State, and ABHES mandates.

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OWNERSHIP AND GOVERNANCE

MCC HOLDINGS, Governing Body

Jeremy Oberfeld, Chief Executive Officer (CEO)

Max Stesel, Chief Operating Officer (COO)

Diana Lawrence, President

ADMINISTRATION

Diana Lawrence, President

Doctor of Education, Nova Southeastern University
Master of Science in Management, National-Louis University
Bachelor of Arts in Psychology, University of South Carolina

Lee Foley, Vice President of Education, Accreditation, and Compliance

Master of Business Administration, William Carey University
Bachelor of Science in Information Technology, University of Southern Mississippi
Associate of Applied Science in Network Information Technology, Copiah-Lincoln Community College

Diane Wolfer, Vice President of Financial Operations

Bachelor of Arts in Accounting, Thomas Moore College

Charles Wilson, Vice President of Information Technology

Bachelor of Science in Management Information Systems with a Minor in Mathematics, Philadelphia College of Textiles and Science

Angela Davis-Haynes, Director of Student Financial Services

Bachelor of Arts in General Studies, Kent State University
Associate in Arts in Political Science, Miami University

Erica Okere, Dean of Career Services

Doctor of Business Administration, Argosy University
Master of Business Administration University of Phoenix

Bruce Taylor, Director of Student Services and Persistence

Master of Arts, Student Affairs
Bachelor of Arts, Communication

Jocelyn Roy, Registrar

Bachelor of Arts, Communications Electronic Media

Bilal Abbasi, Marketing Director

Master of Business Administration in Marketing, American Intercontinental University.
Bachelor of Science in Mechanical Engineering, Mustansiriyah University.

Kristen Bishop, Director of Admissions

Bachelor of Arts in Speech Communication with a Concentration in Marketing, Northern Kentucky University

Tanya Townsend, Librarian

MA, English – Northern Kentucky University
BA, Secondary Education – Northern Kentucky University

Johanna Smith, Community Relations Manager

MSN, Nursing – Northern Kentucky University
BSN, Nursing – Northern Kentucky University

Samantha Dieman (nee Haddix), Human Resources Director

Bachelor of Science in Human Resources Management, Northern Kentucky University

Gabrielle “Gabby” Bowman, Business Office Coordinator

Bachelor of Science in Business Administration with a Minor in Economics, Northern Kentucky University

DEANS, PROGRAM DIRECTORS, & FACULTY

All Beckfield College faculty have been determined to be qualified by their academic and professional credentials to teach the courses assigned to them. Most of the College’s faculty are adjunct (part-time) instructors. Many of these, in addition to their academic qualifications, are currently working or have worked in a profession or academic discipline directly related to the courses assigned to them. All faculty are assigned to courses according to their availability and the availability of courses that they are qualified to teach. A current list of adjunct faculty is available each quarter in the Catalog Addendum.

Madison Kay Agler, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,

William Asare, Nursing Faculty

Doctor of Nursing Practice
Master of Science in Nursing,
Bachelor of Science in Nursing,

Christina Brierly, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,

Shyla Chapman, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,
Associate of Applied Science in Nursing,

Robert J. Combs, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,

Lea Dressman, Nursing Faculty

BSN, Thomas More College
ADN, Beckfield College

Monica Freudenberg, Nursing Faculty

BSN – Thomas More University
AAS, Nursing – Beckfield College

Taitum Godfrey, Dean of Nursing

MSN, Nursing – Northern Kentucky University
BSN, Nursing – Beckfield College

Thomas Egan, General Education Faculty

Ph.D, Sociology - University of Kentucky
MA, University of Louisville
BA, Bellarmine University

Ndate Fall, General Education and Nursing Faculty

BSN, University of Cincinnati
MS, Biological Sciences – Wright State University
BS, Biological Sciences – Wright State University

**Nicole Finley, Diagnostic Medical Sonography Faculty,
Clinical Coordinator**

Karen Guenther, General Education Faculty

D.C., Chiropractic – National University of Health Sciences
Masters, Healthcare Administration – Xavier University

Jennifer Haynes, General Education Faculty

Masters, History – University of Cincinnati
Bachelors, Social Studies Education – Bob Jones
University

Vanessa Haywood, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,

Misty Herald, Nursing Faculty

BS, Nursing – Indiana Wesleyan University
AAS, Nursing – University of Arkansas

Dawn Hermes, Allied Health Faculty

AAS, Health Information Management – Rasmussen College
Diploma, Nursing, Good Samaritan School of Nursing

Linda Higgs, Nursing Faculty

BSN, Beckfield College
AAS, Nursing – Beckfield College

Melinda M. Hodge, Dean of General Education & Online Learning

MA, Education, Northern Kentucky University
BA, Education, University of Kentucky

Pamela Hughes, General Education Faculty

Doctorate of Pharmacy, Pharmacy – Ohio State University
BS, Chemistry – Morehead State University

Shelley Hulsmann, Nursing Faculty

BSN, Nursing – Thomas More University
AAS, Nursing – Galen

Lori Hunt, Lead Allied Health Instructor

MA, Education – Trident University
BS, Health Science – Trident University
Diploma, Medical Assisting – Phillips College

Marissa Iles, Nursing Faculty

BSN, University of Louisville

Marion Lee Johnson, Nursing Faculty

DNP, Nursing – Walden University
MSN, Nursing – Walden University

Alicia Kleid, General Education Faculty

BA, History – Northern Kentucky University
Certificate, Massage Therapy – Gateway Community College

Susan Kling, General Education Faculty

MA, English – Northern Kentucky University
MA, Education – Northern Kentucky University
BA, English – Mt. St. Joseph University

Heidi Kramer, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,
Associate of Applied Science in Nursing,

April Lang, Nursing Faculty, Clinical Coordinator

MSN, Nursing – University of Cincinnati
BSN, Nursing – Northern Kentucky University

Stephanie Lape, General Education Faculty

BS, History – Northern Kentucky University
JD, Law - Chase College of Law

Amberly Lauer, Nursing Faculty

MSN, Nursing - Northern Kentucky University

BSN, Nursing – Northern Kentucky University

Laura Laws, General Education Faculty, Learning Assistance Center Coordinator

MA, Elementary Education – Northern Kentucky University
BA, Elementary Education – Northern Kentucky University

Andrea Levi, General Education Faculty

MS, Education – Mt. St. Joseph University
BS, Education – Thomas More University

Irene Ann Linsmayer, Nursing Faculty

MSN, Nursing – Walden University
ADN, Nursing – Northern Virginia Community College

Melina Loan, Nursing Faculty

ADN, Nursing – Northern Kentucky University

Ashley Mayfield, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,
Associate of Applied Science in Nursing,

Alicia McEwen, General education Faculty

MS, Industrial/Organizational Psychology – Wright State University
BA, Psychology – Ball State University
Maria McMMain (Adjunct Faculty)
MS, Education – Northern Kentucky University
BS, Education – Northern Kentucky University

Jennifer Miller, General Education Faculty

PhD, Anatomy and Neuroscience – University of Louisville
BS, Forensic Science and Biology, Eastern Kentucky University

Paige Morrison, Diagnostic Medical Sonography Faculty

BS, Sonography, Marshall University

Erica Okere, Business Administration Faculty and Dean of Career Services

DBA, Business – Argosy University
MBA, Business – University of Phoenix

Emily Mullins, Nursing Faculty

ADN, Nursing – Beckfield College
BSN, Nursing – Beckfield College

Lee Owens, General Education Faculty

PhD, Health Promotion and Education – University of Cincinnati
MS, Nutrition Sciences – University of Cincinnati

Denise Pattison, Nursing Faculty

Doctorate, Nursing – University of Cincinnati
MSN, Nursing – Georgetown University

Ashley Powell, Nursing Faculty

BSN, Nursing – Marian University
MSN, Nursing – Grand Canyon University

Patti Ramsey, Nursing and Allied Health Faculty

MS, Nursing – Argosy University
BS, Healthcare Services – University of Phoenix
AAS, Nursing – Northern Kentucky University

Kat Renaker, General Education Faculty

MA, Communication – University of Cincinnati
BA, Communication – Northern Kentucky University

Jeannie Riddle, Nursing Faculty

DNP, Nursing,
MSN, Nursing – Northern Kentucky University
BSN, Nursing – College of Mt. St. Joseph

Laura Rider, Nursing Faculty, Clinical Coordinator

MSN, Kaplan University
BSN, Bellarmine University

Nancy Ritzenthaler, Nursing Faculty

BSN, Nursing – Northern Kentucky University
Diploma, Nursing – Bethesda Hospital School of Nursing

Felicia Rohman, Nursing Faculty

MSN, Nursing – Northern Kentucky University
BSN, Nursing – Northern Kentucky University

Mary Sandfoss, Nursing Faculty

BSN, Nursing – Thomas More College

Courtney Scheben, General Education Faculty

MA, Education – Northern Kentucky University
BA, Early Childhood Education – University of Kentucky

Mary Schneider, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,

Rachel Severs, General Education Faculty

Doctorate, Psychology – Western Kentucky University
MA, Clinical Psychology – Western Kentucky University

Jan Skavdahl, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,
Associate of Applied Science in Nursing,

Johanna Smith, Nursing Relations Manager

MSN, Nursing – Northern Kentucky University
BSN, Nursing – Northern Kentucky University

Stephanie N. Smith, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,
Associate of Applied Science in Nursing,

Casie Staff, Nursing Faculty

Master of Science in Nursing,

Bachelor of Science in Nursing,

Darrin Swisshelm, General Education Faculty

MA, Math Education – Morehead State University
BS, Mathematics – Ohio State University

Joyce Thompson, Allied Health Faculty

BSN, Nursing – Beckfield College
ADN, Nursing – Hondros College
BS, Family Studies – Miami University

Tanya Townsend, Librarian, General Education Faculty

MA, English – Northern Kentucky University
BA, Secondary Education – Northern Kentucky University

Krysti Trevor, Nursing Faculty

BSN, Nursing – University of South Florida

Rodney Umbstead, General Education Faculty

MS, Biology – Morehead State University

Doug Warren, Nursing Faculty, Simulation Coordinator

BSN, Nursing – Beckfield College
ADN, Nursing – Beckfield College

Devin Watkins, Nursing Faculty

Master of Science in Nursing,
Bachelor of Science in Nursing,

David Webb, General Education Faculty

PhD, Cellular Biology – University of Cincinnati
BS, Biology & Chemistry – Wilmington College

Brooke Weinel, Nursing Faculty

MSN, Nursing - Northern Kentucky University
BSN, Nursing – Northern Kentucky University

Katie Weingartner, Nursing Faculty

DNP, Nursing -
MSN, Nursing – Jacksonville University
BSN, Nursing – Jacksonville University
ADN, Nursing – Beckfield College

Jennifer Wilson, Allied Health Faculty

MS, Healthcare Administration – Ohio University
BS, Organizational Leadership – Northern Kentucky University

Jonna Winkler, Medical Massage Therapy Program

Director, General Education Faculty
BS, Exercise Science – Ohio State University
Diploma, Massage Therapy – Healing Arts Institute

Angel Wossum, Medical Massage Therapy Faculty

Diploma, Massage Therapy – Northern Kentucky
Technical College

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