

**BECKFIELD**  
COLLEGE

ACADEMIC CATALOG  
**2025**

VERSION 2

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# TABLE OF CONTENTS

<b>WELCOME TO BECKFIELD COLLEGE</b> .....	6
<b>MISSION STATEMENT AND OBJECTIVES</b> .....	6
<b>HISTORY OF THE COLLEGE</b> .....	7
<b>ACCREDITATION, STATE LICENSURES, AND APPROVALS</b> .....	8
<b>ACADEMIC CALENDAR</b> .....	9
<b>ACADEMIC PROGRAMS</b> .....	11
General Education Curriculum .....	12
School of Allied Health .....	13
Diagnostic Medical Sonography .....	14
Medical Massage Therapy .....	15
School of Business.....	16
Associate of Applied Science in Business Administration .....	17
Bachelor of Business Administration .....	18
School of Nursing.....	20
Diploma in Practical Nursing .....	21
Associate of Applied Science in Nursing .....	22
Bachelor of Science in Nursing.....	23
Bachelor of Science in Nursing (RN-BSN).....	25
<b>ADMISSION TO THE COLLEGE</b> .....	26
General Admissions Requirements.....	26
Program-Specific Admissions Requirements .....	29
Business Administration Programs.....	29
Diagnostic Medical Sonography .....	29
Medical Massage Therapy .....	29
Nursing – Diploma (PN), Associate (AASN), & Bachelor (BSN).....	30
Nursing - Bachelor of Science in Nursing (RN-BSN/RN to BSN).....	31
Residency Requirements .....	32
Supplementary Admissions Policies .....	32
State Educational Requirements for Licensure Programs.....	34
Student Location and Determination of Student Location.....	36
Transfer of Credits and Transcripts .....	36

<b>FINANCIAL INFORMATION</b> .....	40
Cost of Attendance - Tuition, Fees, and Other Costs.....	40
Financial Assistance Programs .....	43
General Conditions - Institutional Grants & Scholarships .....	43
Grant Programs.....	44
Loan Programs.....	44
Part-time Employment Program - Federal Work-Study .....	45
Scholarships and Other Awards .....	45
Scholarships - External.....	45
Scholarships – Internal / Institutional .....	47
Financial Aid Grade Level Progression.....	52
Satisfactory Academic Progress for Financial Aid .....	52
Unusual Enrollment History .....	52
Terms and Conditions Under Which Student Receive Student Aid Loans .....	53
Financial Aid Loan Management.....	53
Methods of Aid Distribution and Student Notifications .....	57
Methods of Aid Distribution .....	57
Student Notifications and Authorizations .....	58
National Student Loan Data System (NSLDS) .....	59
Refund Policies .....	59
Return of Federal Title IV Student Funds .....	60
<b>GRIEVANCE PROCEDURES</b> .....	61
Complaint Policy and Procedures.....	61
Academic Issues.....	61
Non-academic issues.....	62
All Grievances - Academic and Non-Academic.....	63
Final Grievance Remedies .....	63
<b>POLICIES - GENERAL INFORMATION AND ACADEMIC</b> .....	64
Clock Hour Program Policies .....	64
Academic Policies – Clock Hour Programs .....	64
Financial Aid - Clock Hour Programs .....	65
Institutional Refund Policy - Clock Hour Programs .....	66
Academic Policies .....	66
Course Scheduling, Sequencing and Substitution Information .....	69

Enrollment Information .....	70
Grade / Attendance Disputes .....	74
Grading Policies.....	75
Grading System .....	76
Graduation and Other Distinctions .....	78
Distinctions/Honors .....	78
Graduation Information .....	79
Online Programs .....	80
Standards of Academic Progress (SAP) .....	84
Satisfactory Academic Progress - Credit Hour Programs .....	85
Satisfactory Academic Progress – Clock Hour Programs .....	87
Effects of Administrative Grades and Other Actions on Students’ Academic Progress .....	89
Student Military Policies.....	91
Transcripts .....	93
<b>POLICIES - NON-ACADEMIC</b> .....	94
Alcohol and Drug Policy .....	94
Conduct Policy .....	94
Student and Exchange Visitors Program (SEVP) .....	95
SEVP Approved Programs For F-1 International Students.....	95
International Student Policies (ISP) .....	98
<b>PRIVACY AND SAFETY</b> .....	102
Privacy and Security of Student Records.....	102
Family Educational Rights and Privacy Act (FERPA) .....	103
Safety and Security .....	104
Campus Security.....	104
Emergency Evacuation Procedures .....	106
The Jeanne Clery Act .....	107
Visitors .....	108
<b>RULES AND REGULATIONS</b> .....	109
<b>STUDENT RESOURCES AND SERVICES</b> .....	109
Career Services .....	109
College Communication System .....	110
Learning Assistance Center (LAC).....	111
Library Facility and Library Support Services .....	112

Digital Resources .....	112
Holdings .....	113
School Building - Closings and Delays .....	114
Student Organizations .....	115
Students Requesting Accommodations/Disability Services .....	115
Students Who Speak English as a Second Language (ESL) .....	117
Textbooks .....	117
Title IX of the Education Amendments of 1972 .....	117
Student Loan Debt Management and Financial Literacy Assistance .....	120
COURSE DESCRIPTIONS .....	121
<b>OWNERSHIP, BOARD OF DIRECTORS AND GOVERNANCE</b> .....	137
Administration .....	137
Academic Administration and Faculty .....	138

# WELCOME TO BECKFIELD COLLEGE

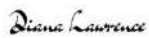
At Beckfield College, we believe in the power of education to open doors and create opportunities. Whether you are a first-time student, returning to college or transitioning from a different field, you bring unique experiences and perspectives that will enrich our campus community.

Our dedicated faculty and staff are committed to providing you with the guidance, resources, and encouragement you need to succeed. From academic advising to student and career services, as well as student organizations and employment networking events, we offer a wide range of support to help you achieve your goals.

We encourage you to take full advantage of the opportunities available to you. Engage with your teachers, connect with your peers, and immerse yourself in the learning experience.

Remember, every challenge you face is a steppingstone toward your future success. We are confident that your time at Beckfield College will be rewarding. Together, we will work towards your academic and professional aspirations. We look forward to celebrating your achievements along the way.

Warm regards,



Dr. Diana Lawrence  
President, Beckfield College

## MISSION STATEMENT 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.

# 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 April 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, and Middleburg Heights (Cleveland), Ohio.

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

## **Campus Facilities**

The Florence campus occupies two buildings at 10 and 16 Spiral Drive in Florence, Kentucky. The campus is on a bus line and is easily accessible by two expressways, I-71/75 and I-275. The address is 16 Spiral Drive, Florence, KY 41042. The buildings are well-maintained, wheelchair-accessible, one-floor facilities that include lecture classrooms, science, nursing, and allied health laboratories, an academic library, administrative and faculty offices, lounges for staff and faculty, and multiple Student Lounge/common areas for students. Parking lots are adjacent to the buildings. Smoking and consumption of other tobacco products are restricted to designated areas outside the buildings.

# ACCREDITATION, STATE LICENSURES, AND APPROVALS

## Statement on Accreditation

Beckfield College is a senior college accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award baccalaureate degrees, associate degrees, diplomas, and certificates. The Accrediting Bureau of Health Education Schools is recognized by the U.S. Department of Education.

## State Licenses and Approvals

Indiana: The institution is authorized to operate as an out-of-state institution by the Indiana Commission for Higher Education, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206, (317) 464-4400.

Kentucky: The institution is licensed by the Kentucky Council on Postsecondary Education, 100 Airport Road, Second Floor, Frankfort, Kentucky 40601, (502) 573-1535.

Ohio: The institution is approved by the Ohio State Board of Career Colleges and Schools (Registration Number 2158), 30 East Broad Street, Suite 2481, Columbus, OH 43215, (614) 466-2752.

## Program Accreditations

Beckfield College's Florence campus' Practical Nursing program, holds accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20032, (202) 909-2526.

Beckfield College's Associate of Applied Science in Nursing program at Florence, KY holds accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20032, (202) 909-2526.

The Beckfield College baccalaureate degree nursing programs are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791.

## Program Approvals

Beckfield College Florence campus' diploma program in Medical Massage Therapy, is approved by the Kentucky Board of Licensure for Massage Therapy, P.O. Box 1360, Frankfort, Kentucky 40602.

Beckfield College Florence campus' Practical Nursing diploma program, the Associate of Applied Science in Nursing degree program and the Bachelor of Science in Nursing degree program are all approved by the Kentucky Board of Nursing, 312 Whittington Parkway, Louisville, Kentucky 40222, (502) 429-3300.



# ACADEMIC CALENDAR

## Academic Calendar 2025

<b>WINTER ACADEMIC TERM</b>	
<b>STANDARD TERM</b> Most Programs	<b><u>January 13, 2025 – March 31, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/ Drop Period: January 13, 2025 – January 17, 2025</li> <li>▪ Holiday(s): January 20, 2025 (Martin Luther King, Jr. Day)</li> <li>▪ Final examinations: Tuesday, March 25th – Monday, March 31st</li> </ul>
<b>MODULAR TERM A</b> Massage Therapy	<b><u>January 13, 2025 – February 21, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: January 13, 2025</li> <li>▪ Holiday(s): January 20, 2025 (Martin Luther King, Jr. Day – Alternates w/Presidents Day)</li> <li>▪ Final examinations: Week of February 17th</li> </ul>
<b>MODULAR TERM B</b> Massage Therapy	<b><u>February 24, 2025 – April 4, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: February 24, 2025</li> <li>▪ Final examinations: Week of March 31st</li> </ul>
<b>SPRING ACADEMIC TERM</b>	
<b>STANDARD TERM</b> Most Programs	<b><u>April 7, 2025 – June 27, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/ Drop Period: April 7, 2025 – April 11, 2025</li> <li>▪ Holiday(s): May 26, 2025 (Memorial Day); June 19, 2025 (Juneteenth)</li> <li>▪ Final examinations: Tuesday, June 17th – Monday, June 23rd</li> </ul>
<b>MODULAR TERM A</b> Massage Therapy	<b><u>April 7, 2025 – May 16, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: May 17, 2024</li> <li>▪ Final examinations: Week of May 12th</li> </ul>
<b>MODULAR TERM B</b> Massage Therapy	<b><u>May 19, 2025 – June 27, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: May 19, 2025</li> <li>▪ Holiday(s): May 26, 2025 (Memorial Day); June 19, 2025 (Juneteenth)</li> <li>▪ Final examinations: Week of June 23rd</li> </ul>
<b>SUMMER ACADEMIC TERM</b>	
<b>STANDARD TERM</b> Most Programs	<b><u>June 30, 2025 – September 15, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/ Drop Period: June 30, 2025 – July 7, 2025</li> <li>▪ Holiday(s): July 4, 2025-July 6, 2025 (Independence Day); August 30, 2025 - September 1, 2025 (Labor Day)</li> </ul>
<b>MODULAR TERM A</b> Massage Therapy	<b><u>June 30, 2025 – August 8, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: June 30, 2025</li> <li>▪ Holiday: July 4, 2025-July 6, 2025 (Independence Day)</li> <li>▪ Final examinations: Week of August 4th</li> </ul>
<b>MODULAR TERM B</b> Massage Therapy	<b><u>August 11, 2025 – September 19, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: August 11, 2025</li> <li>▪ Holiday: August 30, 2025 - September 1, 2025 (Labor Day)</li> <li>▪ Final examinations: Week of September 15th</li> </ul>
<b>FALL ACADEMIC TERM</b>	
<b>STANDARD TERM</b> Most Programs	<b><u>September 29, 2025 – December 19, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/ Drop Period: September 29, 2025 – October 23, 2025</li> <li>▪ Holiday: November 24, 2025 – November 30, 2025 (Student Thanksgiving Break)</li> <li>▪ Final examinations: Week of December 15th</li> </ul>
<b>MODULAR TERM A</b> Massage Therapy	<b><u>September 29, 2025 – November 7, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: September 29, 2025</li> <li>▪ Final examinations: Week of November 3rd</li> </ul>
<b>MODULAR TERM B</b> Massage Therapy	<b><u>November 10, 2025 – December 23, 2025</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: November 10, 2025</li> <li>▪ Holiday: November 27, 2025 – November 30, 2025 (MMT Student Thanksgiving Break)</li> <li>▪ Final examinations: December 22nd &amp; December 23rd</li> </ul>

\*Registration period generally occurs between Weeks 6 – 8 of a standard term.

## Academic Calendar 2026

<b>WINTER ACADEMIC TERM</b>	
<b>STANDARD TERM</b> Most Programs	<b><u>January 5, 2026 – March 23, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/ Drop Period: January 5, 2026 – January 9, 2026</li> <li>▪ Holiday(s): February 14<sup>th</sup> – Monday February 16<sup>th</sup> (Presidents Day; alternates w/MLK Jr)</li> <li>▪ Final examinations: Tuesday, March 17<sup>th</sup> – Monday, March 23<sup>rd</sup></li> </ul>
<b>MODULAR TERM A</b> Massage Therapy	<b><u>January 5, 2026 – February 13, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: January 5, 2026</li> <li>▪ Holiday(s): February 14<sup>th</sup> – Monday February 16<sup>th</sup> (Presidents Day)</li> <li>▪ Final examinations: Week of February 9<sup>th</sup></li> </ul>
<b>MODULAR TERM B</b> Massage Therapy	<b><u>February 17, 2026 – March 27, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: February 17, 2026</li> <li>▪ Final examinations: Week of March 23<sup>rd</sup></li> </ul>
<b>SPRING ACADEMIC TERM</b>	
<b>STANDARD TERM</b> Most Programs	<b><u>April 6, 2026 – June 22, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/ Drop Period: April 6, 2026 – April 10, 2026</li> <li>▪ Holiday(s): Saturday May 23<sup>rd</sup> – Monday May 25<sup>th</sup> (Memorial Day) Friday June 19<sup>th</sup> – Sunday June 21<sup>st</sup> (Juneteenth)</li> <li>▪ Final examinations: Tuesday, June 16<sup>th</sup> – Monday June 22<sup>nd</sup></li> </ul>
<b>MODULAR TERM A</b> Massage Therapy	<b><u>April 6, 2026 – Friday May 15, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: April 6<sup>th</sup>, 2026</li> <li>▪ Final examinations: Week of May 11<sup>th</sup></li> </ul>
<b>MODULAR TERM B</b> Massage Therapy	<b><u>May 18, 2026 – June 26, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: May 18, 2026</li> <li>▪ Holiday(s): May 23<sup>rd</sup> – May 25<sup>th</sup> (Memorial Day) Friday June 19<sup>th</sup> – Sunday June 21<sup>st</sup> (Juneteenth)</li> <li>▪ Final examinations: Week of June 22<sup>nd</sup></li> </ul>
<b>SUMMER ACADEMIC TERM</b>	
<b>STANDARD TERM</b> Most Programs	<b><u>June 29, 2026- September 14, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/ Drop Period: June 29<sup>th</sup> – Thursday July 2<sup>nd</sup></li> <li>▪ Holiday(s): July 3, 2026 – July 5, 2026, Observed July 3<sup>rd</sup> (Independence Day); September 5<sup>th</sup> 2026 - September 7<sup>th</sup>, 2026 (Labor Day)</li> </ul>
<b>MODULAR TERM A</b> Massage Therapy	<b><u>June 29, 2026 – August 7, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: June 29, 2026</li> <li>▪ Holiday: July 3<sup>rd</sup> -July 5, 2026 (Independence Day)</li> <li>▪ Final examinations: Week of August 3<sup>rd</sup></li> </ul>
<b>MODULAR TERM B</b> Massage Therapy	<b><u>August 10, 2026 – Friday September 18, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: August 10, 2026</li> <li>▪ Holiday(s): July 3, 2026 – July 5, 2026, Observed July 3<sup>rd</sup> (Independence Day); September 5<sup>th</sup> 2026 - September 7<sup>th</sup>, 2026 (Labor Day)</li> <li>▪ Final examinations: Week of September 14<sup>th</sup></li> </ul>
<b>FALL ACADEMIC TERM</b>	
<b>STANDARD TERM</b> Most Programs	<b><u>September 28, 2026 – December 18, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/ Drop Period: September 28, 2026 – October 2, 2026</li> <li>▪ Holiday: November 23, 2026 – November 29, 2026 (Student Thanksgiving Break)</li> <li>▪ Final examinations: Week of December 14<sup>th</sup></li> </ul>
<b>MODULAR TERM A</b> Massage Therapy	<b><u>September 28, 2026 – November 6, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: September 28, 2026</li> <li>▪ Final examinations: Week of November 2<sup>nd</sup></li> </ul>
<b>MODULAR TERM B</b> Massage Therapy	<b><u>November 9, 2026 – December 23, 2026</u></b> <ul style="list-style-type: none"> <li>▪ Add/Drop Period: November 9, 2026</li> <li>▪ Holiday: November 26, 2026 – November 29, 2026 (Student Thanksgiving Break)</li> <li>▪ Final examinations: December 21<sup>st</sup></li> </ul>

# ACADEMIC PROGRAMS

## Diplomas

- Medical Massage Therapy
- Practical Nursing

## Associate Level 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-BSN)

## 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	55 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. At its discretion, the College may modify its programs or individual courses. Any modifications will become effective upon their approval by the appropriate agencies and will be published in the issue of the Catalog or Addendum following the quarter in which the modifications have been approved. The Florence campus offers selected programs and/or courses in an online format each quarter. Please note that not all courses are available online. Dates and times of all course and program offerings are subject to change without notice.

## General Education Curriculum

The college's accrediting agency, the Accrediting Bureau of Health Education Schools, defines general education as courses that develop basic essential knowledge, skills, and abilities for continued learning and career development. These courses are distributed from offerings in the humanities, social sciences, or natural sciences. Courses in communications, mathematics, humanities, social sciences, and the arts are examples of courses in general education. Legitimate college and university degrees require a substantial component of general education. Associate degrees must include at least 24 quarter credit hours of general education courses, and baccalaureate degrees must include a minimum of 48 quarter credit hours.

General education includes collegiate coursework in the principles of the:

- **Arts and Humanities:** art, music, literature, composition, speech, logic, philosophy, etc.
- **Mathematical Disciplines:** algebra, geometry, trigonometry, calculus, statistics, etc.
- **Natural and Physical Sciences:** chemistry, biology, ecology, physics, physical anthropology, geology, physical geography, astronomy, etc.
- **Social and Behavioral Sciences:** sociology, psychology, political science, history, economics, cultural anthropology, cultural geography, etc.

A general education course exposes students to the principles of a subject in one of the areas listed above. General education courses do not focus on the specific skills and knowledge required for a particular occupation because such a focus is not their purpose. The purpose of general education is to assist students in becoming citizens who are informed, inquisitive, independent, discerning, discriminating, analytical, reflective, and personally and socially responsible, and therefore less likely to be influenced by prejudice, propaganda, and unexamined opinions and conclusions.

The College's current general education curriculum comprises the following courses:

### Arts and Humanities

COM105 Speech Communication  
COM300 Professional Communication  
ENG111 Composition I  
ENG112 Composition II  
ENG 250 Rhetorical Persuasion  
ENG301 American Literature  
HUM101 Ethics  
HUM315 Critical Thinking

### Mathematics

MTH100 Introduction to Statistics  
MTH115 Mathematics for Healthcare Professionals  
MTH120 Quantitative Reasoning  
MTH140 Algebra  
MTH305 Statistics

### Natural and Physical Sciences

BIO105 Nutrition

### Natural and Physical Sciences (cont.)

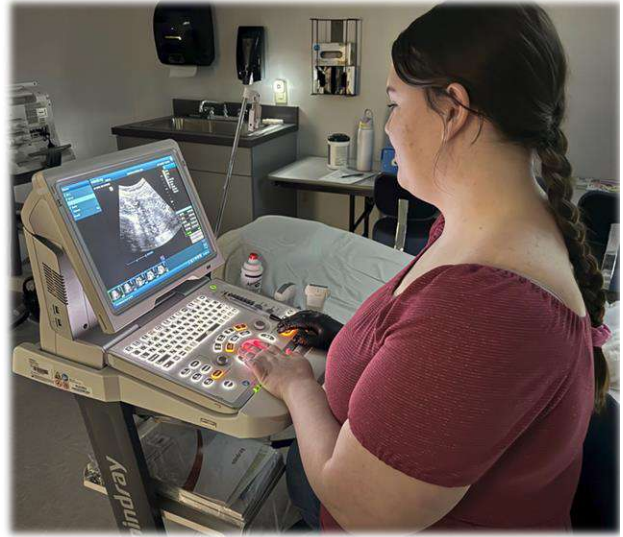
BIO151 Anatomy and Physiology I  
BIO152 Anatomy and Physiology II  
BIO163 Anatomy and Physiology I  
BIO164 Anatomy and Physiology II  
BIO200 Medical Microbiology  
BIO200L Medical Microbiology Lab  
BIO300 Nutrient Metabolism  
CHM105 Chemistry with Lab

### Social and Behavioral Sciences

ECN101 Macroeconomics  
ECN201 Microeconomics  
HIS215 American History: Society, Culture, And Law  
PSY101 Principles of Psychology  
PSY211 Developmental Psychology  
PSY230 Abnormal Psychology  
SOC105 Interpersonal Communication  
SOC300 Diversity in Society  
SOC101 Principles of Sociology

# School of Allied Health

Welcome to the School of Allied Health, where innovation meets compassion. Our mission is to empower the next generation of healthcare professionals with the knowledge, skills, and ethical grounding needed to excel in a dynamic and ever-evolving field. Beckfield College community is dedicated to excellence in education, and clinical practice, all aimed at improving patient care and advancing the health of our communities.



Note: All programs within the School of Allied Health adhere to the licensing and certification standards of the Commonwealth of Kentucky. If a student intends to work in a state other than Kentucky, it is the student's responsibility to verify that state's permit, license, or certification requirements. These requirements may include specialized training not mandated in Kentucky and, consequently, may not be fully covered in the college's curriculum. The College disclaims responsibility for any student's failure to meet the educational requirements for a permit, license, or certification in jurisdictions outside of Kentucky. See State Educational Requirements for Licensure Programs section in this catalog for more information.



## Diagnostic Medical Sonography

The **Associate of Applied Science in Diagnostic Medical Sonography** degree program is a highly specialized, comprehensive training course for ultrasound that includes an in-depth analysis of the anatomy, physiology, pathology, and pathophysiology of the human body and the application of ultrasound to prepare graduates to accurately and efficiently aid physicians in the diagnosis of disease. Beckfield College aims to create job opportunities and promote the use of ultrasound by offering advanced Sonography training to employ very well qualified Ultrasound Technologists with the highest standards in ultrasound and patient care.

Program Length: 88 weeks                      Contact Hours: 1,860                      Delivery Method: Blended  
Credits: 106 Quarter Hours is equivalent to 70.67 Semester Hours

Course Prefix	Course Number	Course Title	Course Quarter Credit Hours
BIO	151	Anatomy & Physiology I*	4
BIO	152	Anatomy & Physiology II*	4
DMS	1015	Sonographic Principles I	2
DMS	1020	Introduction to Sonography	5
DMS	1025	Abdominal Sonography I	4
DMS	1030	Sonographic Principles II	2
DMS	1035	Gynecology Sonography	3
DMS	1040	Superficial Sonography	3
DMS	1045	Obstetrics Sonography I	4
DMS	1050	Obstetrics Sonography II	5
DMS	1055	Obstetrics and Fetal Echocardiography	3
DMS	1060	Abdominal Sonography II	5
DMS	1070	Pediatric Sonography	2
DMS	1100	Clinical I	5
DMS	1105	Clinical II	8
DMS	1110	Clinical III	10
DMS	1115	Clinical IV	10
DMS	1120	General/Obstetrics Sonography Review	4
HUM	102	Ethics in Allied Health*	2
MOA	111	Medical Terminology	4
MTH	140	Algebra*	4
NUR	100	Nursing Assistant Skills	5
PPH	220	Pathophysiology	4
SOC	105	Interpersonal Communications*	4
*General Education Course		<b>Total Quarter Credit Hours</b>	<b>106</b>

**Diagnostic Medical Sonography CIP Code: 51.0910**

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>

## Medical Massage Therapy

The Diploma in **Medical Massage Therapy** program provides instruction in anatomy, physiology, myology, kinesiology and pathophysiology as the theoretical foundation for training in specific therapeutic techniques. Students will learn hands-on massage techniques, such as Swedish, deep tissue and neuromuscular massage. In addition, students will gain experience with specialized modalities, including hot stone massage, sports massage, and body wraps and exfoliation. Students will put their training into practice during the supervised student clinic. Courses in professional development, business and marketing, and ethical and professional standards further prepare the graduate for employment in the field. The curriculum meets or exceeds the standards set by Kentucky, Ohio, and Indiana, and graduates are eligible to sit for the Federation of State Massage Therapy Boards' (FSMTB) Massage and Bodywork Licensing Examination (MBLEx) certification exam.

Program Length: 48 weeks

Contact/Clock Hours: 900

Delivery Method: Residential

Course Prefix	Course Number	Course Title	Course Clock Hours
MMT	102	Anatomy and Physiology for Massage – Chemistry & Function	60
MMT	104	Anatomy and Physiology for Massage – System & Structure	60
MMT	106	Anatomy and Physiology for Massage – Neurology	60
MMT	108	Anatomy and Physiology for Massage – Circulatory	60
MMT	120	Swedish Massage for the Therapist	60
MMT	125	Palpation for Massage Therapist	60
MMT	130	History, Ethics and Professional Practice	60
MMT	145	Myology and Kinesiology for Massage	60
MMT	170	Deep Tissue and Sport Massage	60
MMT	175	Client Assessment and Treatments	60
MMT	180	Pathology for Massage Therapist	60
MMT	190	Special Applications	60
MMT	291	Capstone Science & Clinical Massage Practice	90
MMT	293	Capstone Practical & Clinical Massage Practice	90
<b>Total Clock Hours</b>			<b>900</b>

### Medical Massage Therapy CIP Code: 51.3501

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>

Massage Therapy Program Rules: Student(s) must conduct themselves in an ethical manner, observing all guidelines of massage and the school program at all times. I also understand that the school, the clinic, and the student(s) reserve the right to terminate any massage treatment due to any improper conduct, behavior, or improper language. Practicing massage student(s) DO NOT diagnose, prescribe, give medical advice, or treat medical conditions. The practicing massage student is an apprentice and is not permitted to perform his or her massage techniques unsupervised or outside of the school clinic. I understand that ONLY the school can accept money as payment for clinic massages. The student cannot accept or exchange monies. The clinic does not accept payment from insurance for massage sessions and is cash only at this time.

# School of Business

Welcome to the School of Business, where ambition meets opportunity. Our mission is to cultivate future leaders who are equipped with the knowledge, skills, and ethical foundation to thrive in the global marketplace. Here, you'll engage with a dynamic curriculum, research, and real-world experiences that prepare you to navigate and shape the business world. Join us in driving economic growth, fostering entrepreneurship, and making a positive impact on society. Together, we can build a brighter future, one business leader at a time.

The world of online education, where learning knows no boundaries. Online education offers unparalleled flexibility, allowing you to balance your studies with personal and professional commitments. It provides access to a diverse range of courses and expert instructors from around the globe, all from the comfort of your home. With interactive platforms and innovative technologies, online education fosters a collaborative and engaging learning environment. Embrace the opportunity to advance your knowledge, skills, and career on your own terms.

Most of our business students prefer online education, but many will come to campus to enjoy our career fairs with students from other programs.





## Associate of Applied Science in Business Administration

The **Associate of Applied Science in Business Administration** degree program is designed for students who seek the skills and knowledge necessary for entry-level employment in industry or government careers. Graduates will be prepared to think critically, logically, and ethically while applying specialized business knowledge and skills to be able to respond effectively to the rapidly evolving demands of local businesses within the community and in the global economy. This program is fully transferable into the corresponding Bachelor of Business Administration (BBA) degree program.

Program Length: 88 weeks

Contact Hours: 980

Delivery Methods: Blended, Online

Credits: 96 Quarter Hours/Equivalent to 64 Semester Hours

Course Prefix	Course Number	Course Title	Course Quarter Credit Hours
ACC	140	Accounting I	4
ACC	141	Accounting II	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	175	International Business	4
BUS	180	Stock, Money and Risk I	4
BUS	185	Introduction to Quantitative Analysis	4
BUS	204	Integrated Business Simulation	4
CAP	101	Introduction to Business Applications	4
COM	105	Speech Communication*	4
ECN	101	Macroeconomics*	4
ENG	111	Composition I*	4
ENG	112	Composition II*	4
HUM	101	Ethics*	4
MGT	102	Management Principles	4
MGT	105	Strategic Planning and Operations	4
MGT	203	Human Resource Management	4
MTH	120	Quantitative Reasoning*	4
PSY	101	Principles of Psychology*	4
SOC	101	Principles of Sociology*	4
*General Education Course		<b>Total Quarter Credit Hours</b>	<b>96</b>

### Associate of Applied Science in 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>

## 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: 1,840      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
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

<b>Bachelor of Business Administration (cont.)</b>			
<b>Course Prefix</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Course Quarter Credit Hours</b>
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
*General Education Courses		<b>Total Quarter Credit Hours</b>	<b>180</b>

**Bachelor of 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>



AASBA Spotlight Graduate

# School of Nursing

Welcome to the School of Nursing, where compassion meets excellence. Our mission is to prepare dedicated and skilled nursing professionals who are ready to make a difference in the lives of patients and communities. Through a rigorous curriculum, hands-on clinical experiences, and a supportive learning environment, we equip our students with the knowledge, empathy, and resilience needed to excel in the healthcare field. Join us in shaping the future of nursing, one compassionate caregiver at a time. Together, we can improve health outcomes and transform lives.



Note: All programs within the School of Nursing adhere to the licensing and certification standards of the Commonwealth of Kentucky. If a student intends to work in a state other than Kentucky, it is the student's responsibility to verify that state's permit, license, or certification requirements. These requirements may include specialized training not mandated in Kentucky and, consequently, may not be fully covered in the college's curriculum. The college disclaims responsibility for any student's failure to meet the educational requirements for a permit, license, or certification in jurisdictions outside of Kentucky. See State Educational Requirements for Licensure Programs section in this catalog for more information.



## Diploma in Practical Nursing

By employing student-centered learning, the **Practical Nursing diploma** program prepares graduates to provide nursing care and health-promotion activities utilizing the nursing core values under the direction of the registered nurse, physician, and other healthcare professionals. Graduates are prepared to function within legal and professional standards of practice and are accountable, adaptable generalists, who are eligible to apply to a state board of nursing for practical nurse licensure by examination after successful program completion of all program requirements.

Graduates of the program must pass the National Council Licensure Examination for Registered Nurses (NCLEX-PN) in order to be eligible for licensure and employment as nurses.

Program Length: 55 weeks                      Contact Hours: 1,100                      Delivery Method: Blended  
Credits: 64.5 Quarter Hours/Equivalent to 43 Semester Hours

Course Prefix	Course Number	Course Title	Course Quarter Credit Hours
BIO	105	Nutrition*	2
BIO	151	Anatomy & Physiology I for Practical Nurses	4
BIO	152	Anatomy & Physiology II for Practical Nurses	4
ENG	111	Composition I*	4
MOA	112	Medical Terminology for Practical Nurses I	2
MOA	113	Medical Terminology for Practical Nurses II	2
MTH	115	Mathematics for Health Care Professionals	4
NUR	100	Nursing Assistant Skills	5
PNR	100	Practical Nurse Medical-Surgical Nursing I	7
PNR	101	Practical Nurse Maternal-Child Nursing	5.5
PNR	102	Practical Nurse Pharmacology	5
PNR	103	Practical Nurse Medical-Surgical Nursing II	8
PNR	104	Practical Nurse Medical-Surgical Nursing Role Transition	8
PSY	101	Principles of Psychology*	4
*General Education Course		<b>Total Quarter Credit Hours</b>	<b>64.5 / 44 FA</b>

### Practical Nursing CIP Code: 51.3901

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>



## Associate of Applied Science in Nursing

By employing student-centered learning, the **Associate of Applied Science in Nursing** degree program prepares graduates to provide nursing care and health-promotion activities utilizing the nursing core values under the direction of the registered nurse, physician, and other healthcare professionals. Graduates are prepared to function within legal and professional standards of practice and are accountable, adaptable generalists, who are eligible to apply to a state board of nursing for registered nurse licensure by examination after successful program completion of all program requirements. Graduates of the program must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to be eligible for licensure and employment as nurses.

Program Length: 88 weeks      Contact Hours: 1,522      Delivery Method: Blended  
Credits: 109.5 Quarter Hours/Equivalent to 73 Semester Hours

Course Prefix	Course Number	Course Title	Course Quarter Credit Hours
BIO	163	Anatomy & Physiology I	6
BIO	164	Anatomy & Physiology II	6
BIO	105	Nutrition*	2
BIO	200	Medical Microbiology	4
ENG	111	Composition I *	4
ENG	112	Composition II*	4
ENG	250	Rhetorical Persuasion*	2
MTH	100	Introduction to Statistics*	2
MTH	115	Mathematics for Health Care Professionals	4
NUR	100	Nursing Assistant Skills	5
NUR	201	Fundamentals of Nursing+	6.5
NUR	212	Introduction to Medical Surgical Nursing	6
NUR	213	Essentials of Medical Surgical Nursing	8
NUR	214	Maternal Reproduction Nursing	4
NUR	215	Mental Health & Nursing	4
NUR	216	Nursing Care of Children	4
NUR	217	Critical Needs, Leadership, & Community Nursing	8
NUR	218	Nursing Pharmacology I	5
NUR	219	Nursing Pharmacology II	5
NUR	299	Dimensions in Nursing	8
PSY	101	Principles of Psychology*	4
PSY	211	Developmental Psychology*	4
SOC	101	Principles of Sociology*	4
*General Education Course			<b>Total Quarter Credit Hours</b>
			<b>109.5</b>

### Associate Degree in Nursing CIP Code: 51.3801

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>

## Bachelor of Science in Nursing

The **Bachelor of Science in Nursing** traditional/direct-entry degree program will prepare graduates through student-centered learning to practice as a registered nurse generalist and as a member of a healthcare team in a variety of settings. Student-centered learning will be founded on the core values of the Quality and Safety Education for Nurses and The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) for the graduates to utilize throughout their professional nursing practice.

Our graduates will possess the theoretical and practical knowledge and skills of their profession, as well as effective communication, sound reasoning and judgment, evidenced based practice, analytical skills, responsible and ethical behavior, and awareness of human behavioral and cultural diversity across the lifespan. Graduates of this program will be well positioned to play a significant role in shaping the future of nursing and healthcare delivery systems. Graduates will be prepared to function within legal and professional standards of practice and will be accountable, adaptable generalist who will be eligible to apply to a state board of nursing for registered nurse licensure by examination after successful program completion of all program requirements. This program has specific academic requirements for admission (see ADMISSION).

Graduates of the program must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in order to be eligible for licensure and employment as nurses.

Program Length: 132 weeks      Contact Hours: 2,372      Delivery Method: Blended  
Credits: 180 Quarter Hours/Equivalent to 120 Semester Hours

Course Prefix	Course Number	Course Title	Course Quarter Credits Hours
BIO	163	Anatomy & Physiology I*	6
BIO	164	Anatomy & Physiology II*	6
BIO	200	Medical Microbiology*	4
BIO	300	Nutrient Metabolism*	4
CHM	105	Chemistry With Lab*	5
COM	300	Professional Communication*	4
ENG	111	Composition I*	4
ENG	112	Composition II*	4
ENG	301	American Literature*	4
HUM	315	Critical Thinking*	5
MTH	140	Algebra *	4
MTH	305	Statistics*	4
NUR	100	Nursing Assistant Skills	5
NUR	102	Introduction to Nursing Resources	4
NUR	202	Fundamentals of Nursing	8
NUR	205	Introduction to Surgical Nursing	7
NUR	213	Essentials of Medical-Surgical Nursing	8

<b>Bachelor of Science in Nursing (cont.)</b>			
<b>Course Prefix</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Course Quarter Credit Hours</b>
NUR	218	Nursing Pharmacology I	5
NUR	213	Essentials of Medical-Surgical Nursing	8
NUR	219	Nursing Pharmacology II	5
NUR	215	Mental Health and Nursing	4
NUR	214	Maternal Reproductive Nursing	4
NUR	215	Mental Health and Nursing	4
NUR	216	Nursing Care of Children	4
NUR	218	Nursing Pharmacology I	5
NUR	219	Nursing Pharmacology II	5
NUR	300	Nursing in the Contemporary US Healthcare System	4
NUR	314	Nursing Informatics and Technology	4
NUR	316	Nursing Gerontology	6
NUR	322	Advanced Assessment and Wellness	6
NUR	325	Improving Quality and Safety in Nursing	4
NUR	337	Population Focused Nursing	6
NUR	412	Evidenced-Based Practice Research Methods in Nursing	5
NUR	428	Leadership and the BSN	5
NUR	431	Disaster Management Nursing	5
NUR	450	Legal & Ethical Issues in Nursing	4
NUR	495	Critical Strategies in Nursing	8
PSY	101	Introduction to Psychology*	4
PSY	211	Developmental Psychology*	4
PSY	230	Abnormal Psychology*	4
SOC	300	Diversity in Society*	4
*General Education Course		<b>Total Quarter Credit Hours</b>	<b>180</b>

**Bachelor of Degree in Nursing CIP Code: 51.3899**

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>





## Bachelor of Science in Nursing (RN-BSN)

The Bachelor of Science in Nursing (RN-BSN) is a degree completion program. Candidates must have completed an accredited associate degree program (review Admissions section of this catalog for more details). The program prepares graduates, who are thoroughly competent in the theoretical and practical knowledge and skills of their chosen profession, as well as in effective communication, sound reasoning and judgment, analytical skills, responsible and ethical behavior, and awareness of human behavioral and cultural diversity.

The program has been designed to provide the nursing profession with candidates who will find employment compatible with their education and training, who will succeed in their careers, continue their educational development, and move into positions of greater service and responsibility.

Program Length: 66 weeks      Contact Hours: 760      Delivery Methods: Blended, Online  
Credits: An associate degree and 76 Quarter Hours/Equivalent to 50.67 Semester Hours

Course Prefix	Course Number	Course Title	Course Quarter Credits Hours
BIO	300	Nutrient Metabolism	4
COM	300	Professional Communication*	4
ENG	301	American Literature*	4
HUM	315	Critical Thinking	4
MTH	305	Statistics	4
NUR	300	Nursing in the Contemporary US Healthcare System	4
NUR	312	Nursing in Gerontology	4
NUR	314	Nursing Informatics and Technology	4
NUR	320	Health and Wellness Assessment	4
NUR	325	Improving Quality and Safety in Nursing	4
NUR	335	Population Focused Nursing	4
NUR	410	Research in Nursing	5
NUR	425	Leadership and Management in Nursing	5
NUR	432	Disaster Management Nursing	5
NUR	450	Legal and Ethical Issues in Nursing	4
NUR	491	Critical Issues and Strategies in Nursing	5
PSY	230	Abnormal Psychology*	4
SOC	300	Diversity in Society*	4
*General Education Course			<b>Total Quarter Credit Hours</b>
			<b>76</b>

### Bachelor of Science in Nursing (RN-BSN) CIP Code: 51.3899

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>

# ADMISSION TO THE COLLEGE

## General Admissions Requirements

### **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, assist 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\*

Proof is required during the initial matriculation process and will be kept on file. An individual without proof on file will not be allowed to maintain enrollment.

### **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.

In Kentucky, the Department of Education does not officially recognize homeschool diplomas. This means that while homeschooling is legal and parents can issue diplomas, these diplomas are not

recognized by the state. According to the Kentucky Department of Education, "Students from non-accredited/non-certified private schools or homeschools do not receive a diploma recognized by the Kentucky Department of Education (KDE)." However, this does not prevent homeschooled students from pursuing higher education or career opportunities.

### **English Proficiency Requirements**

Applicants, whose first language is not English, must demonstrate their English proficiency. This can be done by submitting a current, official transcript from the IELTS, TOEFL or a Certificate of Completion (with transcript from level 6 or higher) from an accredited English as a Second Language (ESL) institution.

- **International English Language Testing System (IELTS).** With IELTS, an overall score of 7.0 or higher and a speaking score of 7.0 or higher is required. IELTS assessment scores are valid for two years from the test date.
- **Test of English as a Foreign Language (TOEFL).** The TOEFL iBT (internet-based test) measures reading, listening, speaking and writing skills. The College utilizes recommendations from the NCLEX® Examination Committee (NEC) Deliberation. The National Council of State Boards of Nursing (NCSBN) "Board of Directors charged the NEC with developing a recommended minimum TOEFL iBT passing standard for entry-level nurses." An applicant for admission into a Beckfield College medical program must demonstrate English proficiency with a TOEFL iBT score of 84 or higher. The areas are reading, writing and listening (total points, 60 or higher) and speaking (total points, 24 or higher). TOEFL assessment scores are valid for two years from the test date.
- **Certificate of Completion** and transcript (level 6 or higher) from an accredited English as a Second Language (ESL) institution. Certificates of Completion and transcripts are valid for two years from the date of completion.

Applicants are responsible for obtaining the necessary information and application forms, scheduling, and taking the test in time to ensure the College receives the results by the required deadlines.

**The English Language Proficiency requirement may be waived if the applicant meets the following criteria:**

- Completed an undergraduate or graduate degree from an accredited institution in a country where English is the primary language (e.g., Australia, New Zealand, Trinidad and Tobago, United Kingdom). Achieved GPA of 3.0 on a 4-point scale in biological sciences. The official transcript must be sent to and evaluated by a member of NACES (see Foreign College/Post-Secondary Transcripts section of the catalog).

### **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](http://www.ece.org)) a member of the NACES accreditation organization ([www.naces.org](http://www.naces.org)).

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

### **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](http://www.ece.org)) a member of the NACES accreditation organization ([www.naces.org](http://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 this catalog.

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 Programs

Associate of Applied Science in Business Administration; Bachelor of Business Administration

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

- An associate or bachelor's degree with a minimum CGPA of 2.0 on a 4-point scale.
- ACT: Composite score of 16 (dating from within the last 5 years).
- 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, and final, attempt.
  - Test - Free practice test available ([www.wonderlictestprep.com](http://www.wonderlictestprep.com))

### Diagnostic Medical Sonography

Associate of Applied Science in Diagnostic Medical Sonography

**To qualify for admission into this program, applicants must have one of the following:**

- An associate or bachelor's degree with a minimum CGPA of 2.0 on a 4-point scale.
- Wonderlic: Score of 18 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, and final, attempt.
  - Test - Free practice test available ([www.wonderlictestprep.com](http://www.wonderlictestprep.com))

### **Background/Background Checks**

Applicants/Students are required to undergo background checks during enrollment process, at reentry, and a minimum of once each year while enrolled. Due to clinical site restrictions, applicants with certain charges or convictions may be disqualified. Additionally, some clinical sites may request drug and/or alcohol screenings, and a positive result could also lead to disqualification or termination.

### Medical Massage Therapy

Diploma in Medical Massage Therapy

**To qualify for admission into this program, applicants must have one of the following:**

- An associate or bachelor's degree with a minimum CGPA of 2.0 on a 4-point scale.
- ACT: Composite score of 16 (dating from within the last 5 years).

- 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](http://www.wonderlictestprep.com))

### **Background/Background Checks**

Applicants/Students are required to undergo background checks during enrollment process, at reentry, and a minimum of once each year while enrolled. Due to clinical site restrictions, applicants with certain charges or convictions may be disqualified. Additionally, some clinical sites may request drug and/or alcohol screenings, and a positive result could also lead to disqualification or termination.

### **Nursing – Diploma (PN), Associate (AASN), & Bachelor (BSN)**

Diploma in Practical Nursing (PN), Associate of Applied Science in Nursing (AASN) and the traditional Bachelor of Science in Nursing (BSN). This section does not apply to the Bachelor of Science in Nursing (RN-BSN) completion 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/Background Checks**

Applicants/Students are required to undergo background checks during enrollment process, at reentry, and a minimum of once each year while enrolled. Due to clinical site restrictions, applicants with certain charges or convictions may be disqualified. Additionally, some clinical sites may request drug and/or alcohol screenings, and a positive result could also lead to disqualification or termination.

### **Applicants must have one of the following:**

- ACT score from within last 5 years.
  - 18 for Diploma in Practical Nursing
  - 19 for Associate of Applied Science in Nursing
  - 20 for Bachelor of Science in Nursing
- SAT score from within last 5 years.
  - 930 for Diploma in Practical Nursing
  - 1000 for Associate of Applied Science in Nursing
  - 1060 for Bachelor of Science in Nursing
- TEAS composite score of 60% within the last twelve months.
  - TEAS can only be taken twice per application.

- Wonderlic Scholastic Level Exam (SLE)\*
  - 18 for Diploma in Practical Nursing
  - 19 for Associate of Applied Science in Nursing
  - 20 for Bachelor of Science in Nursing (except RN-BSN)
  - Test - Free practice test available ([www.wonderlictestprep.com](http://www.wonderlictestprep.com))

\* A Wonderlic test may be attempted up to three times. An applicant is required to take a refresher course prior to the third attempt.

## Nursing - Bachelor of Science in Nursing (RN-BSN/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.
- Registered Nurse (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 Beckfield College’s Associate of Applied Science in Nursing are deemed to have met course and degree requirements for admission into the baccalaureate degree program.

### **Background/Background Check Requirements**

Applicants/Students are required to undergo background checks during enrollment process, at reentry, and a minimum of once each year while enrolled. Due to restrictions at experiential sites, applicants with certain charges or convictions may be disqualified. Additionally, some clinical sites may require drug and/or alcohol screenings, and a positive result could also lead to disqualification or termination.

### **Please Note**

All programs within the School of Allied Health and School of Nursing adhere to the licensing and certification standards of the Commonwealth of Kentucky. If a student intends to work in a state other than Kentucky, it is the student’s responsibility to verify that state’s permit, license, or certification requirements. These requirements may include specialized training not mandated in Kentucky and, consequently, may not be fully covered in the college’s curriculum. The college disclaims responsibility for any student’s failure to meet the educational requirements for a permit, license, or certification in jurisdictions outside of 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>

## Residency Requirements

With the exclusions noted below, the number of credits applied to a student's program through transfer and proof of proficiency may not exceed 50% of the credit hours required by the student's program, and a student must complete the final quarter (or at least the final 12 credit hours) of his or her program while enrolled at Beckfield College.

### **Exclusion One**

Because the residency requirement applies only to individual courses, it may be set aside when a credential earned at another institution is fully accepted as a component of a degree program offered by the College. However, such acceptance may not result in a violation of a program's general education and concentration requirements as these have been determined by the College's accrediting and licensing agencies or its program-approving agencies.

### **Exclusion Two**

A distinct, active-duty service-member exception can be applied in lieu of the standard residency requirement. Beckfield College limits academic residency to no more than 25% of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled in their degree program. Active-duty personnel seeking an exception to the standard residency requirement must meet with their program director/dean and submit a written request for a waiver. Reservists and National Guardsmen on active duty are covered in this same manner.

## Supplementary Admissions Policies

### **Applicant Expectations**

Meeting the admission requirements described here does not assure admission to the College, nor does admission to the College assure success in any specific program. Each applicant must be prepared with a serious commitment to learning and must also demonstrate an understanding of the requirements and demands of his or her program, an awareness of the professional objectives of the program, a commitment to completing the program, and the ability to successfully complete the professional and academic coursework required.

### **Background Checks**

Many employers conduct background checks as part of their employment process, and any criminal activity discovered might affect an applicant's eligibility for future clinical or externship assignments, as well as career employment. Applicants with criminal records are strongly urged to discuss their history with the program director of the program into which they plan to enroll. Some programs deny admission to applicants with criminal records. As noted previously, most programs require a background check for enrollment eligibility.



## **Cancellation of Enrollment Agreement**

An applicant may cancel his or her enrollment agreement by giving notice in writing to the Admissions Department within five calendar days after signing the agreement. In the case of cancellation, the College will refund in full all monies collected within forty-five days after notification of cancellation. This policy will not apply, however, if the student has already attended a class.

## **Jump-Start Program**

High school students who have completed their junior year may enroll in one course per quarter at the College for up to four quarters before and during their senior year under a “non-degree seeking” status (NDS). Students are charged only for their textbooks and other instructional materials during their jump-start enrollment. Credits earned during jump-start enrollment are applied to the student’s program upon the student’s matriculation in the College. All College policies and procedures pertaining to curriculum, instruction, evaluation, attendance, and conduct apply to courses offered during a jump-start enrollment. Jump-start enrollment is not available in some programs. Jump-start courses are not core program courses. Generally, Jump-start courses include mathematics and English.

## **Misrepresentation**

Applicants or students found to have misrepresented their qualifications for admission will be subject to cancellation of their enrollment agreement or once enrolled, cancellation of their enrollment in the College. Applicable refund of tuition and/or fees will be determined according to the appropriate refund policy (see Refund Policies section of this Catalog).

## **Orientation**

Newly enrolled students are required to attend an orientation program designed to introduce them to college programs, personnel, resources, policies, and procedures. Orientation is scheduled prior to the start of each quarter. New students are notified of the dates and times of orientation.

## **Online Enrollments**

In addition to the above, enrollment for online programs have the following admissions requirements:

- Confirmation that the technology requirements for online courses have been met
- Submission of writing samples by participating in the orientation forum discussions
- Waiver from or completion of all required developmental reading, writing, or keyboarding courses

## **Other Documentation**

Official copies of applicable transcripts, test scores, licensures, certifications, and other documentation must be received by the College before the applicant may begin courses. The College will not accept transcripts that are hand-delivered by the student. All collegiate credits and credentials submitted for admission must have been earned at institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. It is the applicant’s responsibility to ensure that the College receives all necessary documentation and that all documentation is in English. The College is not responsible for verifying or evaluating foreign transcripts

(see Foreign Transcripts section of the Catalog). All documents submitted for admission become the property of the College.

### **Vaccination Policy – Disclaimer for Clinical Facilities and Vaccines**

The College arranges clinical experience sites at various medical facilities, which are not owned or operated by the College. Due to ongoing changes in the facilities' requirements, it is possible that these facilities may not accept student vaccine waivers. Therefore, the College cannot guarantee that a student who requests a waiver for the COVID-19 or any other vaccination will be able to complete a medical program requiring clinical experiences for course completion and/or graduation purposes. Ask to speak with a Clinical Coordinator for a list of all current immunization/vaccine requirements.

### **Vaccination Policy - Nursing and Allied Health Faculty and Students**

Students and faculty must submit evidence of CDC-compliant immunizations before they are permitted to attend clinical courses, clinical assignments, or other health-related externship placements.

Required vaccinations may include any or all the following:

- COVID-19 (required for nursing students; if a student would seek an exemption, please request a form from the School of Nursing for review by a committee.)
- Flu shot may be required
- Hepatitis B: vaccination or positive antibody titer (Anti-HBs)
- Mumps
- Rubella (German Measles)
- Rubeola (Red Measles)
- TB Screening
- Tetanus/Diphtheria and/or Varicella

## **State Educational Requirements for Licensure Programs**

In compliance with the Department of Education and the Accrediting Bureau of Health Education Schools (ABHES), Beckfield College has listed several programs below that are designed to meet the educational requirements for specific professional licenses and employment. The College has also developed procedures to determine the location of all of its prospective and current students. Please see the policy below related to each level of education from lowest to highest.

### **Diploma in Medical Massage Therapy**

In alignment with the U.S. Department of Education regulation 34 CFR 668.43 (a) (5) (v) for Massage Education, the Diploma in Medical Massage Therapy program at Beckfield College provides a comprehensive curriculum which prepares students to sit for the MBLex examination. Students seeking licensure in states other than Kentucky, Indiana and Ohio should refer to <https://www.ncsbn.org/14730.htm> for additional licensure requirements.

### **Diploma in Practical Nursing**

In alignment with the U.S. Department of Education regulation 34 CFR 668.43 (a) (5) (v) for Nursing Education, the Diploma in Practical Nursing program at Beckfield College provides a comprehensive curriculum which prepares students to sit for the NCLEX-RN examination.

Students seeking licensure in states other than Kentucky, Indiana and Ohio should refer to <https://www.ncsbn.org/14730.htm> for additional licensure requirements.

### **Associate of Applied Science in Nursing**

In alignment with the U.S. Department of Education regulation 34 CFR 668.43 (a) (5) (v) for Nursing Education, the Associate of Applied Science Degree program at Beckfield College provides a comprehensive curriculum which prepares students to sit for the NCLEX-RN examination. Students seeking licensure in states other than Kentucky, Indiana and Ohio should refer to <https://www.ncsbn.org/14730.htm> for additional licensure requirements.

### **Bachelor of Science in Nursing**

In alignment with the U.S. Department of Education regulation 34 CFR 668.43 (a) (5) (v) for Nursing Education, the Bachelor of Science Degree program at Beckfield College provides a comprehensive curriculum which prepares students to sit for the NCLEX-RN examination. Students seeking licensure in states other than Kentucky, Indiana and Ohio should refer to <https://www.ncsbn.org/14730.htm> for additional licensure requirements.

### **States and Determination Table**

<b>State</b>	<b>Determination</b>	<b>Program/s</b>
<b>Alabama</b>	No determination has been made about licensure requirements	
<b>Alaska</b>	No determination has been made about licensure requirements	
<b>Arizona</b>	No determination has been made about licensure requirements	
<b>Arkansas</b>	No determination has been made about licensure requirements	
<b>California</b>	No determination has been made about licensure requirements	
<b>Colorado</b>	No determination has been made about licensure requirements	
<b>Connecticut</b>	No determination has been made about licensure requirements	
<b>Delaware</b>	No determination has been made about licensure requirements	
<b>Florida</b>	No determination has been made about licensure requirements	
<b>Georgia</b>	No determination has been made about licensure requirements	
<b>Hawaii</b>	No determination has been made about licensure requirements	
<b>Idaho</b>	No determination has been made about licensure requirements	
<b>Illinois</b>	No determination has been made about licensure requirements	
<b>Indiana</b>	<b>The education institution has determined that the curriculum meets state requirements</b>	<b>Diagnostic Medical Sonography, Medical Massage Therapy, &amp; Nursing</b>
<b>Iowa</b>	No determination has been made about licensure requirements	
<b>Kansas</b>	No determination has been made about licensure requirements	
<b>Kentucky</b>	<b>The education institution has determined that the curriculum meets state requirements</b>	<b>Diagnostic Medical Sonography, Medical Massage Therapy, &amp; Nursing</b>
<b>Louisiana</b>	No determination has been made about licensure requirements	
<b>Maine</b>	No determination has been made about licensure requirements	
<b>Maryland</b>	No determination has been made about licensure requirements	

<b>Massachusetts</b>	No determination has been made about licensure requirements	
<b>Michigan</b>	No determination has been made about licensure requirements	
<b>Minnesota</b>	No determination has been made about licensure requirements	
<b>Mississippi</b>	No determination has been made about licensure requirements	
<b>Missouri</b>	No determination has been made about licensure requirements	
<b>Montana</b>	No determination has been made about licensure requirements	
<b>Nebraska</b>	No determination has been made about licensure requirements	
<b>Nevada</b>	No determination has been made about licensure requirements	
<b>New Hampshire</b>	No determination has been made about licensure requirements	
<b>New Jersey</b>	No determination has been made about licensure requirements	
<b>New Mexico</b>	No determination has been made about licensure requirements	
<b>New York</b>	No determination has been made about licensure requirements	
<b>North Carolina</b>	No determination has been made about licensure requirements	
<b>North Dakota</b>	No determination has been made about licensure requirements	
<b>Ohio</b>	<b>The education institution has determined that the curriculum meets state requirements</b>	<b>Diagnostic Medical Sonography, Medical Massage Therapy, &amp; Nursing</b>
<b>Oklahoma</b>	No determination has been made about licensure requirements	
<b>Oregon</b>	No determination has been made about licensure requirements	
<b>Pennsylvania</b>	No determination has been made about licensure requirements	
<b>Rhode Island</b>	No determination has been made about licensure requirements	
<b>South Carolina</b>	No determination has been made about licensure requirements	
<b>South Dakota</b>	No determination has been made about licensure requirements	
<b>Tennessee</b>	No determination has been made about licensure requirements	
<b>Texas</b>	No determination has been made about licensure requirements	
<b>Utah</b>	No determination has been made about licensure requirements	
<b>Vermont</b>	No determination has been made about licensure requirements	
<b>Virginia</b>	No determination has been made about licensure requirements	
<b>Washington</b>	No determination has been made about licensure requirements	
<b>West Virginia</b>	No determination has been made about licensure requirements	
<b>Wisconsin</b>	No determination has been made about licensure requirements	
<b>Wyoming</b>	No determination has been made about licensure requirements	

## Student Location and Determination of Student Location

See Online Section of the Catalog for more information.

## Transfer of Credits and Transcripts

### Articulation Agreements

An Articulation Agreement is a specific agreement between another institution and Beckfield College regarding specific degree programs. This agreement is designed to provide a list of courses that can be taken at the other institution to satisfy some specific course requirements at Beckfield College.

Articulation Agreements are used to help students complete two programs in a timely manner without a loss of credit in the transfer process. Visit the Office of the Registrar or contact [compliance@beckfield.edu](mailto:compliance@beckfield.edu) for more information.

### **Credits Earned in Previous Enrollments**

If a student has interrupted his or her enrollment or is returning for an additional credential, credits earned in previous enrollments at Beckfield College remain applicable, with the following provisions: Courses earned under a previous catalog must be compatible with the program requirements of the catalog in effect upon the student's return.

- Older credits, especially in technical areas, may be denied, regardless of the grade, if the content of the course has changed significantly since the course was originally completed.
- Older credits may be denied if the grade originally earned was below a C.
- Final determinations of applicability are at the discretion of the program director/dean of the department offering the course(s) in question.

If a student wishes to resume enrollment in a program and the program has been modified during the student's absence, some credits previously earned may no longer be accepted.

### **Credits Earned at Other Institutions During Enrollment**

Once enrolled, a student who wishes to enroll in a course at another institution to transfer the course to his or her program at Beckfield College must first have the course approved by the program director/dean of the Beckfield College department offering the comparable course. The following conditions apply:

- The College will evaluate courses for transfer if those courses have been earned at post-secondary institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- The request must include sufficient course information provided by the other institution.
- The student must be in good academic standing when the request is submitted and when the course is entered into the student's Beckfield College transcript.
- The student must have satisfied all prerequisites to the course, as prescribed by Beckfield College.
- The student must not have attempted the equivalent course at Beckfield College.
- The student must submit a written request for the course, which must be approved by the program director/dean of the department offering the course in question.
- The transfer of the course must not violate Beckfield College's residency requirement (see Residency Requirement section of this catalog).
- All other requirements pertaining to credit transfer must be met (see Transfer of Credits from Other Institutions section of this catalog).

### **Foreign College/Post-secondary Transcripts**

An employment applicant or a student, who wishes to submit a foreign transcript for credits 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 awarded by institutions in the United States. Transcripts in languages other than English must

be translated into English. The College will not accept foreign transcripts that are hand-delivered by the student. 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 charged by a credential evaluation service. Further information about credential evaluation services is available from the Office of Admissions. This policy does not apply to foreign high school transcripts sent to the College for enrollment and admissions requirements.

### **Proficiency Credit**

Students may have credits applied to their programs through professional certification or training, education provided by the military services, and such sources as the College Level Examination Program (CLEP). Advanced Placement Exam results from the College Board may also be considered. Crediting of a course through proof of proficiency is indicated in the student's transcript by a grade of PC (proficiency credit), which is not computed in determining the student's grade-point average. It is the student's responsibility to ensure that the College receives acceptable documentation of proficiency. Students may receive credit for certain courses through examinations administered by the College. A student who has attempted a Beckfield College course is no longer eligible to have that course credited by proof of proficiency.

### **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 provided to or for any student who has unresolved obligations to the College and 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](http://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 section of this catalog). Transcripts are normally processed within five business days of the student's or graduate's written request.

**Records Retention:** For students who have transferred credits or have supplied an official transcript to Beckfield College for any reason, the official transcript from the other institution will be discarded after five years following the student's last date of attendance or as indicated in the Document Management and Retention Policy (See Office of Compliance for more information).

### **Transcripts – Accepting Electronic Transcripts**

Beckfield College will accept electronic transmission of transcripts in the following manner ONLY:

- Potential Students wishing to submit electronic transcripts must have official clearing-house electronic transcripts sent to the College at [transcripts@beckfield.edu](mailto:transcripts@beckfield.edu).
- Potential Employees wishing to submit electronic transcripts must have official clearing-house electronic transcripts sent to the College at [compliance@beckfield.edu](mailto:compliance@beckfield.edu).

## Transfer of Credits from Other Institutions

Beckfield College applies two principles in its evaluation of credits earned at other institutions:

- A student should not be put under an unnecessary academic or financial burden by having to repeat courses which the student has substantially and successfully completed at another appropriately accredited institution;
- A student should not be put in an academic or financial risk by placement into courses for which the student is not academically prepared.
- The College will evaluate courses for transfer if those courses have been earned at post-secondary institutions accredited by agencies recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. Only courses that can be applied to the student's program are accepted. In evaluating credits for transfer, the College must consider:
  - The age of the credits earned;
  - The compatibility of the course with a comparable course in the student's program at Beckfield College, the grade earned in the course, which must be at least a C (at least 70%, or 2.00 on a 4.00 scale);
  - The number of credit hours awarded by each eligible course, a semester credit hour converting as 1.5 quarter credit hours; and
  - The number of credit hours eligible for transfer is a proportion of the number of credit hours required by the student's program (see Residency Requirement in the Admission to the College section of this catalog).

The transfer of technical or program-specific courses may be restricted, and applicants or students may be required to qualify by testing in order to transfer certain other courses, as determined by the appropriate academic department.

All transcripts submitted for transfer credit evaluation must be received by Beckfield College before the end of the student's first term. Students applying for nursing programs **MUST** submit any/all transcripts for transfer credit evaluation before the Nursing Admission Committee reviews their initial application.

Evaluation of a collegiate transcript is conducted only after an official transcript has been received directly from the institution at which the courses under consideration were originally earned. Unofficial or hand-delivered transcripts will be evaluated under the following exception:

- The College must receive the transcript in an official, sealed envelope that has not been opened or tampered with in any way and dated no more than 30 days before submission.
- The registrar of the prior institution must have signed or marked the envelope across the closure seal.
- The envelope is opened by the proper, designated officer at Beckfield College.
- Transcripts marked "Issued to Student" are acceptable only if all of the above criteria are met.
- Transcripts marked "Unofficial" are **NOT** acceptable even if all of the above criteria are met.

Transferred courses are applied to the student's program with a grade of TC (transfer credit), which is not computed in determining the student's grade-point average. Only graded courses taken for collegiate credit will be evaluated for transfer. Courses ineligible for transfer include:

- Courses taken for personal development or non-academic skills
- Courses graded under a pass/fail system

- Courses for which credit was not awarded
- Remedial or developmental courses
- Courses for which non-evaluative grades were assigned
- Courses indicated on only one institution's transcript as transferred from another institution
- English courses completed at institutions in which the curriculum is not delivered in English

It is the responsibility of the applicant or student to ensure that the College receives all necessary transcripts. If transfer of a course is denied and the applicant or student wishes to appeal the denial, the student will be asked to provide further information about the course. In most cases, this will consist of at least the published course description and/or the course syllabus. All course information submitted must have been in effect when the student completed the course. Appeals must be submitted to the program director/dean of the department offering the course in question. The program director/dean will make the final determination and advise the Registrar of that determination.

Once it has been determined through placement testing that a student requires a developmental course, no transfer credit will be accepted for any course for which that developmental course is a prerequisite. A student who has attempted a Beckfield College course for credit is no longer eligible to have that course credited by transfer from another institution.

### **Transfer of Credits to Other Institutions**

Beckfield College is a nationally accredited professional college whose mission and objectives are directed to educating students for careers in the professions they have chosen and providing services that assist students and graduates in obtaining careers appropriate to the objectives of their academic programs (see Mission and Objectives section of this catalog).

The College has no transfer mission and can therefore make no assurances regarding the transfer of its courses to any other institution. Students should never assume that credits earned at one institution will transfer to another, and no institution can guarantee that its credits will transfer to other institutions. Colleges and universities apply their own policies for evaluating and accepting credits, and many regionally accredited institutions do not accept credits from nationally accredited institutions. Applicants who may wish to transfer Beckfield College credits to another institution must contact that institution to inquire about its transfer policies and should do so before signing any enrollment agreement. Transferring credits earned at Beckfield College is done at the discretion of the receiving institution.

## **FINANCIAL INFORMATION**

### **Cost of Attendance - Tuition, Fees, and Other Costs**

Quarterly tuition for all programs may vary, depending on the number of credit hours for which the student is enrolled in each quarter. Certain non-institutional costs may be incurred by students for specific expenses, such as those for uniforms, vaccinations, licensing and certification tests, and background inquiries and insurance required by externship and clinical sites. Such costs will vary, and students will be advised if the costs apply. When a change in listed tuition, costs or fees occurs, students will be notified at least 30 days before the increase becomes effective. Any change normally becomes effective upon the start of the quarter following the announcement of the increase, provided that at least 30 days have elapsed since the announcement. Costs of required textbooks, netbooks,



laptops, and other course materials, equipment, and supplies may vary with price adjustments made by publishers and vendors. Many of these costs can only be estimated, and, since variable costs are not within the College's control, 30-day advance notification to students may not be possible. However, current estimated costs of such items are available from the Office of Student Financial Services.

### Estimated Tuition and Fees

Program	Tuition Cost
Bachelor of Science in Nursing (RN to BSN)	\$9,900*
Bachelor in Business Administration	\$63,900 (unless AABA was completed 1st)
Bachelor of Science in Nursing	\$63,900
Associate of Applied Science in Diagnostic Medical Sonography	\$39,130
Associate of Applied Science in Nursing	\$38,872.50
Associate of Applied Science in Business Administration	\$34,080
Diploma in Practical Nursing	\$15,750
Diploma in Medical Massage Therapy	\$13,725

\*Students may only take those courses that are scheduled and offered during the academic term.

Fee Description - Standard	Fee
Background Check Fee (All medical programs)	\$100 during enrollment process
Background Check Fee for Second and All Others (All medical programs)	\$100 per screen
Clinical Drug Screen	\$30 per screen
Fee Description - Standard (cont.)	Fee
Course Challenge Testing Fee	\$100 per assessment
Graduation Fee	\$150 per credential*
Graduation - Diploma Replacement Fee	\$25 per item
Laboratory Fee (e.g., biology)	\$30 or \$225 per applicable course
Laptop (Optional)	\$550 per laptop
Professional Liability Insurance	\$16 per year
Registration Fee - First Quarter	\$150 upon initial enrollment
Registration Fee - Reentry	\$200 each occurrence
Replaced ID Badge Fee	\$5 per replacement
Student Resource and Technology Fee	\$240 per quarter
Transcript Fee	\$5 per transcript issued

\*Responsible for fee, even if not participating in commencement ceremony.

Fee Description - Program Specific	Fee
Diagnostic Medical Sonography	
First Quarter Fee (Sonography/DMS)	\$245 upon enrollment
Quarterly DMS Activity Fee	\$500 per quarter
Program Specific Technology Fee (e.g., Ultra LINQ)	\$250 per quarter
SPI Exam Fee	\$250 per item
ARRT Examination Fee	\$400 per item
Pinning and Photo Fee	\$140 per credential

<b>Medical Massage Therapy</b>	
First Quarter Registration Fee	\$150 upon enrollment
First Quarter MMT Fee	\$212 upon enrollment
Quarterly MMT Activity Fee	\$250 per quarter
Massage Table Kit	\$450 Only one kit per student
<b>Nursing</b>	
First Quarter Fee (All nursing programs)	\$290 upon enrollment
Quarterly Nursing Activity Fee (All nursing programs)	\$340 per quarter
ATI Assessment Fee (Associate degree Preparatory Program)	\$380 per quarter
ATI Assessment Fee (BSN Preparatory Program)	\$255 per quarter
ATI Assessment Fee (Practical Nursing Preparatory Program)	\$395 per quarter
Pinning and Photo Fee (All nursing programs)	\$140 per credential

### **Additional out-of-pocket program costs**

Additional out-of-pocket program costs may be incurred. Additional external fees are not paid directly to Beckfield College. All costs are estimated, and prices are subject to change without notice or Beckfield College's knowledge. Examples include but are not limited to the fees covering the cost of vaccinations, drug screenings, physical exams, insurance and additional background check, among others that may be applicable. Estimates below do not include costs for travel to and from school and clinical education site, site-specific vaccination and drug screening requirements, site-specific uniform costs, parking or any other additional costs imposed by clinical sites, certification, and/or credentialing agencies among others. Students should also refer to their enrollment agreement or catalog / catalog addendum for more information on program specific and/or administrative fees. Estimated additional fees: cost of physical exam: varies, cost of immunization: varies, cost of personal health insurance: varies, CPR training: \$65, assessment for licensure: \$250-\$500 (e.g., NCLEX), specialty assessment for licensure: \$275-\$500, malpractice insurance: varies, and/or Professional Membership: \$30-\$300. Ranges are based on the various program industries offered at Beckfield College.

### **Estimated Textbook/Book Costs**

These estimates include eBooks and electronic resources, not necessarily many, if any, bound books. Additional bound books will increase book costs substantially. Business: AAS \$1956, BBA \$4810; Diagnostic Medical Sonography: \$1889; Nursing: DPN \$1267, AAS \$2611, BSN \$3951, and RN-BSN \$1812.

### **Indirect Costs of Attendance Expenses**

In addition to tuition and fees for the academic year, indirect costs are also included in a student's cost of attendance calculation. The amounts of indirect costs are multiplied by the number of months in the student's academic year or period of enrollment. Tuition and fees (which include books, supplies, and uniforms) for the program of interest are added to these indirect costs to comprise the total Cost of Attendance (COA).

The most current indirect cost information can be found in the Student Consumer Information section of the Beckfield College website: <http://www.beckfield.edu/about-us/student-consumer-information/>.

## Financial Assistance Programs

The available student financial aid programs are designed to assist students in meeting their educational expenses. Financial aid is awarded on the basis of a standardized application and on demonstrated financial need. All financial aid is awarded for one academic year only (three consecutive quarters). Students must reapply for subsequent academic years and must maintain satisfactory academic progress in order to remain eligible for financial assistance (see Standards of Academic Progress section of the Catalog). Assistance in applying for financial aid programs, as well as information about institutional and Title IV financial assistance programs, is provided through the Office of Student Financial Services.

## General Conditions - Institutional Grants & Scholarships

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.

### Eligibility Requirements:

- Must complete and earn a minimum of 12 credits at the college each academic term.
- 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.
- 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:

- These awards were created by Beckfield College to assist its students to reach graduation while following responsible borrowing practices.
- 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.
- 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.
- 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:

- 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.

- 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.

## Grant Programs

**Pell Grant:** Students admitted to the College are eligible to apply for a Federal Pell Grant to help pay for their educational costs. These awards are based on financial need and do not have to be repaid. Interested students should contact the Office of Student Financial Services for assistance in obtaining the necessary documents and in completing the application process, including a Free Application for Federal Student Aid (FAFSA). The Pell Grant is not available to students who have earned a baccalaureate or higher degree. The Pell Grant is limited to lifetime maximums.

**Go Higher Grant Program for Adult Students** (Florence campus only): The Go Higher Grant provides up to \$1,000 to help cover tuition and book costs for Kentucky residents who are financially needy adult students, age 24 or older, who have not previously attended college and enroll in fewer than six credit hours in a Kentucky college or university. The student must complete the Free Application for Federal Student Aid (FAFSA) as part of the Go Higher Grant application process. The Go Higher Grant Program application form is available in the Office of Student Financial Services.

**Kentucky College Access Program Grant** (Florence campus only): This grant is available to students who are enrolled in a program of study leading to a degree. Eligible students must establish financial need by completing a Free Application for Federal Student Aid (FAFSA). Grant recipients must also be U.S. citizens and Kentucky residents. Students who have already received a bachelor's degree are not eligible. Specific enrollment requirements and award amounts are available through the Office of Student Financial Services.

## Loan Programs

**Direct PLUS Loans:** The Direct PLUS Program allows parents of eligible dependent undergraduates to borrow money to help pay the cost of education of students. Credit-worthy parents may borrow an amount not to exceed the student's estimated cost of attendance minus any other financial aid the student has been or will be awarded during the enrollment period. PLUS loans may be used in conjunction with other loan programs. Eligibility is not based on financial need. PLUS loans have a variable interest rate that is capped at nine percent. Repayment of principal and interest begins no later than sixty days after the loan is fully disbursed.

**Direct Subsidized Loan:** A Federal Subsidized Stafford Loan is available to students who demonstrate financial need. Eligible students can borrow a Direct Subsidized Loan to cover some or all of their need. For a subsidized loan, the U.S. Department of Education pays the interest while the student is in school at least half-time. The amount of the variable, low-interest rate loan cannot exceed financial need. The Office of Student Financial Services will determine eligibility for and assist students in completing the required paperwork for student loans. Maximum and annual loan limits apply.

**Direct Unsubsidized Loan:** Students are not required to demonstrate financial need to qualify for an Unsubsidized Stafford Loan. Independent students may be able to borrow loan funds beyond the subsidized loan limit. The U.S. Department of Education does not pay interest on unsubsidized loans.

The student is responsible for interest that accrues on the loan from the time the loan is disbursed until it is paid in full. Maximum loan limits apply.

**Private Loans:** Several varieties of alternative private loans are available. Because the terms and conditions of these loans vary, students should inquire about such loans in the Office of Student Financial Services.

**Other:** All students must be 18 or older before they can sign a monthly payment plan or take out student loans.

## Part-time Employment Program - Federal Work-Study

### **Federal Work Study (FWS) (Eligibility Begins 7/1/2025)**

The Federal Work-Study (FWS) program offers part-time employment opportunities to undergraduate students who demonstrate financial need. This initiative enables students to earn income to support their educational expenses. The program emphasizes community service and positions related to the student's field of study on and off campus.

Eligibility for FWS is determined by completing the Free Application for Federal Student Aid (FAFSA) and indicating interest in work-study on the application. Typically, recipients are assigned work positions for up to 20 hours per week, with compensation at or above the minimum wage. In addition to institutional needs, the availability of positions and eligibility criteria are contingent upon the applicant's submission, and availability of funds.

## Scholarships and Other Awards

### Scholarships - External

#### **Kentucky Educational Excellence Scholarship (Florence campus only)**

To be eligible for the Kentucky Educational Excellence Scholarship (KEES), a student must:

- Be a Kentucky resident,
- Attend a participating Kentucky institution of higher education, and
- Not have been convicted of a felony.
- Must maintain a G.P.A. of 2.5 and "on track" to graduate within normal completion time.

The KEES scholarship is available to Kentucky high school graduates who are residents of the Commonwealth of Kentucky. KEES awards can be used for a maximum of eight academic terms and must be used within the earlier of receiving a baccalaureate degree or 5 years from high school graduation. KEES awards can be used for fall and spring terms only. The KEES scholarship does not require an application. High schools will send information on all eligible students to the Kentucky Department of Education, which will forward the information to the Kentucky Higher Education Assistance Authority for processing. Award estimates are based on full-time enrollment (12 credit hours per quarter). Awards for students enrolled for 6 to 11 credit hours are prorated. Further information about the KEES scholarship is available from the College's Office of Student Financial Services.

### **Kentucky National Guard Tuition Award Program (Florence campus only)**

Beckfield College is approved for tuition assistance under the state of Kentucky's Higher Education Assistance Authority (KHEAA). This award program is available only to those who enlisted in military service. For more information, students should contact the Veteran's Certifying Official in the Office of Student Financial Services.

### **Nursing Incentive Scholarship Fund (Florence campus only)**

The Nursing Incentive Scholarship Fund (NISF) provides scholarships to Kentucky residents who will be attending approved pre-licensure nursing programs (registered nurse or practical nurse) or graduate nursing programs. NISF recipients are selected individually by the Board, using specified criteria. The amount of each scholarship is \$3,000 per year. NISF scholarships may be used for cost-of-living expenses, as well as school expenses.

An applicant for a NISF award must be a Kentucky resident and have been admitted to a nursing program (whether located in Kentucky or not) completing core nursing courses. Students completing prerequisite classes are not eligible to apply. Preference for awards is given to applicants with financial needs, LPNs pursuing RN education, and RNs pursuing graduate nursing education. You may submit an application even if you do not qualify for financial aid. Scholarship recipients may be eligible to receive continued awards if successful academic progression is maintained throughout the nursing program and you have submitted an application for continuation.

To meet the financial need preference category, remember to apply early for financial aid through the school you are attending. It takes several weeks to process and receive a Student Aid Report (SAR) that is required for financial need consideration. Submit the SAR (all pages 1-8 or less; 1-3 or less if filed on the web; the SAR must include both EFC# and a statement of Pell eligibility) along with the application form. You may submit an application even if you do not qualify for financial aid. Application forms received by the June 1 deadline will be given the same consideration as those received earlier.

Requirements: Students in pre-licensure (DPN & AASN) and BSN completion nursing programs must complete a minimum of 15 credit hours of published requirements for the nursing program per academic year for each \$3,000 NISF scholarship awarded. Graduate nursing programs require the completion of 9 credit hours per academic year. The required number of credit hours per year can be divided between the fall, spring, and summer sessions. Most online courses, including Excelsior, are accepted. Students must maintain a minimum grade point average that will allow continuation in a nursing program. The scholarship requires that a recipient must work full-time as a nurse in Kentucky for one year for each academic year funded. The work obligation begins after graduation from the program in which you are funded. If a recipient does not complete the nursing program within the time frame specified by the program, or if a recipient does not complete the required employment, then the recipient will be required to repay any NISF monies awarded, plus accrued interest.

### **Private Scholarships**

Many foundations, corporations, churches, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor.

## **Veteran's Education Assistance**

Individual programs at Beckfield College are approved for education and training under the G.I. Bill®. The eligibility of each student and program of study is determined by the U.S. Veterans Administration. Application forms are available through the College's Office of Student Financial Services. Veterans who believe they may qualify for educational benefits should contact the College for an appointment for assistance well in advance of their intended date of enrollment.

## **Scholarships – Internal / Institutional**

Beckfield College offers numerous scholarships and is committed to helping make education more affordable. Information regarding any current scholarship opportunity is readily available on the Beckfield College website. All scholarships are subject to availability of funding. Please refer to the Beckfield College Academic Catalog / Catalog Addendum for detailed information regarding the current scholarship opportunities. Further information about any institutional scholarship is available from the College's Office of Student Financial Services. No stipend payments related to institutional scholarships will be issued to a student. All institutional scholarships/awards may only be applied toward Beckfield College tuition, books, and/or fees. A Beckfield College, LLC employee or immediate family member participating in the Education Benefits Policy program may not participate in any institutional scholarship programs.

### **General Eligibility Requirements:**

- Must complete and earn a minimum of 12 credits at the college each academic term (sans Quarterly Excellence in Education award).
- 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.
- 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:**

- These awards were created by Beckfield College to assist its students to reach graduation while following responsible borrowing practices.
- 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 (sans Quarterly Excellence in Education award) and maintenance of Satisfactory Academic Progress in accordance with the Satisfactory Academic Progress policy.
- 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.
- 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:

- 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.
- 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**

- Excellence In Education Scholarship
- Florence Nightingale Scholarship
- Future Focus Grant
- Healing Touch Scholarship
- Healthcare Opportunity Grant
- High School Scholarship
- Reentry Scholarship
- Student Ambassador Program

Students interested in more information about these institutional scholarships should meet with their financial aid coordinator or more information about each may be found below.

#### **Excellence In Education Scholarship (Active Beckfield Students Only)**

Beckfield College offers a \$150 full-time (12+ credits) and \$100 less than full-time (8-11 credits) award at the end of each term/quarter - except no award given in for the graduation term. To qualify, a student must have perfect attendance and complete 8 or more credits with a term GPA of 4.0. The award may only be applied toward Beckfield College tuition, books, and/or fees.

#### **Florence Nightingale Scholarship (Bachelor of Science in Nursing (BSN) Program Only)**

Beckfield College is offering a \$5,000 scholarship to new domestic students and \$10,000 scholarship to new international (F-1) students who meet certain criteria. If the student has met all other obligations (e.g., continuous enrollment, CGPA 2.90, remain in good academic standing, adhere to the Beckfield College Catalog - and Student Handbook, no student conduct issues that result in disciplinary action taken by the College or any clinical site. The award may only be applied toward Beckfield College tuition, books, and/or fees. This scholarship may not be combined with any other institutional scholarships or grants (sans quarterly Excellence in Education award). The award will be applied in the student's final, graduating term of the program.

#### Eligibility Requirements:

- Meet the general admission requirements
- Must be a new Beckfield College student

Continued Eligibility: Recipients of the scholarship are expected to adhere to the requirements below for continued eligibility. Scholarship recipients who fail to meet any of the following



requirements may be subject to dismissal from the scholarship program. Any student who is dismissed from the scholarship program will be charged tuition for any remaining academic terms, at the published tuition rate listed in the Beckfield College Catalog.

- Adhere to the Beckfield College Catalog and Nursing Student Handbook
- Continuous enrollment
- Maintain a cumulative GPA of 2.9 on a 4-point scale
- No student conduct issues that result in disciplinary action taken by the College or any clinical site.
- Remain in good academic standing

### **Future Focus Grant (Associate of Applied Science in Nursing (AASN) Program Only)**

The Future Focus Grant was created by Beckfield College to assist its students to reach graduation while following responsible student loan borrowing practices. The amount of the grant is up to \$5000 and is applied 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 student loans used while in school to help reduce overall student loan debt upon graduation. The award may only be applied toward Beckfield College tuition, books, and/or fees, as it has no cash value, and is not eligible to be stipend to the student. This scholarship may not be combined with any other institutional scholarships or grants (except quarterly Excellence in Education award). The award will be applied in the student's final, graduating term of the program. The award will be applied in the student's final, graduating term of the program.

### **Healing Touch Scholarship (Beckfield Graduates Only)**

Beckfield College offers a \$2,000 scholarship to any graduate of Beckfield College who wishes to enroll in the Diploma in Medical Massage Therapy program. The award may only be applied toward Beckfield College tuition, books, and/or fees, as it is not eligible to be stipend to the student. This scholarship may not be combined with any other institutional scholarships or grants (except the quarterly Excellence in Education award). The award will be applied in the student's final, graduating term of the program.

Eligibility Requirements:

- Graduate of Beckfield College's Allied Health programs (Diploma or Associate)
- Meet the general admission requirements

Continued Eligibility: Recipients of the grant are expected to adhere to the requirements below for continued eligibility. Tuition is billed on a term-by-term basis; therefore, each student's continued eligibility will be verified prior to the beginning of each academic term and/or the awarding of grant proceeds to a student's account ledger. Grant recipients who fail to meet any of the following requirements may be subject to dismissal from the scholarship program. Any student who is dismissed from the grant program will be charged tuition for any remaining academic terms, at the published tuition rate listed in the Beckfield College Catalog.

- Adhere to the Beckfield College Catalog and Nursing Student Handbook
- Continuous enrollment
- Maintain a cumulative GPA of 2.9 on a 4-point scale

- No student conduct issues that result in disciplinary action taken by the College or any clinical site
- Remain in good academic standing

Further information about the Healing Touch Scholarship is available from the College's Office of Student Financial Services.

### **Healthcare Opportunity Grant (Beckfield Graduates Only)**

Beckfield College is offering a grant to any student who has graduated from any diploma or degree program at Beckfield College. Any graduate applying for admission into one of the applicable College's nursing programs must meet the admission requirements as stated in the Beckfield College Catalog. The College created this grant to assist graduates who want to transition into the nursing field by enrolling in the College's nursing degree programs. A \$3,000 grant will be given to Beckfield Graduates enrolling in the Associate of Applied Science in Nursing program. A \$5,000 grant will be given to students enrolling in the 3-year Bachelor of Science in Nursing program. These awards will be applied to the student's final, graduating term of the program. The grant may only be applied toward Beckfield College tuition, books, and/or fees, as it is not eligible to be stipend to the student. This scholarship may not be combined with any other institutional scholarships or grants (except the quarterly Excellence in Education award). The award will be applied in the student's final, graduating term of the program.

To be eligible for the Healthcare Opportunity Grant, a student must:

- Graduate of a Beckfield College program (diploma or associate)
- Meet the general program admission requirements

**Continued Eligibility:** Recipients of the grant are expected to adhere to the requirements below for continued eligibility. Tuition is billed on a term-by-term basis; therefore, each student's continued eligibility will be verified prior to the beginning of each academic term and/or the awarding of grant proceeds to a student's account ledger. Grant recipients who fail to meet any of the following requirements may be subject to dismissal from the scholarship program. Any student who is dismissed from the grant program will be charged tuition for any remaining academic terms, at the published tuition rate listed in the Beckfield College Catalog.

- Continuous enrollment
- Maintain a cumulative G.P.A. of 2.9
- Remain in good academic standing
- Adhere to the Beckfield College Catalog and Nursing Student Handbook
- No student conduct issues that result in disciplinary action taken by the College or any clinical site

### **High School Scholarship (High School Seniors Only)**

Beckfield College offers up to two half-tuition scholarships each calendar year to high school seniors who will be enrolling in the College diploma or associate degree program. To be eligible for consideration, the applicant must meet the admission requirements for the desired program of study. The scholarship is not applicable to all programs (i.e., Associate of Applied Science in Diagnostic Medical Sonography, Bachelor of Business Administration, and Bachelor of Science in Nursing). Applications must be submitted to the Beckfield College Admissions Office by April 1 of the

student/applicant's senior year. The award may only be applied toward Beckfield College tuition, and/or fees, as it is not eligible to be stipend to the student. This scholarship may not be combined with any other institutional scholarships or grants (except the quarterly Excellence in Education award).

Application must be accompanied by:

- A high school transcript indicating a cumulative grade-point average of at least 3.0 on a 4.0 scale.
- Three letters of recommendation from teachers, counselors, and/or employers (non-family members), and
- A typed essay of at least 500 words explaining in detail why the student wants a career in the field indicated on the application and why the student would be successful in this field.

The selection process also requires an interview with the College's Scholarship Committee, which will select the scholarship recipients. Scholarship winners and their high schools will be notified when the awards are made. An awarded scholarship will be withdrawn if the student fails to graduate from high school. To retain the High School Scholarship, the student must:

- Enroll in the College no later than the fall quarter following his or her application,
- Maintain a cumulative grade-point average of at least 2.75,
- Pursue his or her program uninterrupted,
- Comply with policies and procedures published in the College catalog, and
- Perform on-campus service at the College as determined by the Director of Career Services.

Further information about the High School Scholarship is available from the College's Office of Student Financial Services.

### **Reentry Scholarship (Previous Degree-seeking Beckfield Students Only)**

Beckfield College is offering a reentry scholarship of up to a maximum of \$2700. This is a one-time award. To qualify, the student will need to have completed at least 75% of their program of study and during the reentry process pay 10% of any prior balance owed to the College as a down payment. While enrolled, the student will be required to make consistent, agreed upon payments. When the student reaches their final, graduating term, up to \$2700 will be awarded if the student has met all other obligations (e.g., Continuous enrollment after reentry, remain in good academic standing, adhere to the Beckfield College Catalog - and Student Handbook, if applicable, no student conduct issues that result in disciplinary action taken by the College or any clinical site). The award may only be applied toward Beckfield College tuition, books, and/or fees, as it is not eligible to be stipend to the student. This scholarship may not be combined with any other institutional scholarships or grants (except quarterly Excellence in Education award). The award will be applied in the student's final, graduating term of the program.

### **Student Ambassador Program & Scholarship**

Student Ambassadors help new students acclimate, current students locate resources, assist at events and expand their communication skills by sharing their experiences at Beckfield College.

This program is for students who are passionate about their educational journey and helping others. Student Ambassadors must be role models, have good communication, organizational, and study

skills. They must be comfortable representing Beckfield College in social media campaigns and provide testimonials (online and in-person), maintain a friendly and positive attitude, and a minimum GPA of 3.0 or higher. Those selected who complete their 6-month term (if all requirements have been met) will receive a professional headshot photo, a potential professional endorsement from the Director of Marketing and a \$500 scholarship, which must be applied to tuition, fees or books. There is a maximum of two (2) student ambassadors at any given time.

Students interested in more information about these institutional scholarships should meet with their financial aid coordinator.

## Financial Aid Grade Level Progression

Beckfield College requires successful completion of the credit hours listed below in order to advance from one grade level to the next:

- Grade level one: Up to 35 credit hours
- Grade level two: 36 to 71 credit hours
- Grade level three: 72 to 107 credit hours
- Grade level four: 108 or more credit hours

## Satisfactory Academic Progress for Financial Aid

The federal government requires that all students receiving federal financial aid maintain satisfactory academic progress in order to continue to receive financial aid. For more information, see the Standards of Academic Progress (Academic Policies section of this catalog), which apply to all students, regardless of their source of funding.

## Unusual Enrollment History

Starting in 2014, the U.S. Department of Education (USDOE) has amended their regulations to prevent fraud and abuse in the Federal Pell Grant and Federal Direct Student Loan programs by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires our office to review students' files in order to determine future federal financial aid eligibility. If selected by the USDOE, this must be resolved before a student can receive financial aid. "Unusual Enrollment History" is the specific pattern the USDOE uses to select students; it includes those students who have received a Federal Pell Grant or Federal Direct Student Loans at multiple institutions during the past four award years. Once the USDOE indicates that a student has an unusual enrollment history, the Office of Student Financial Services must then take action to review the academic history prior to determining federal financial aid eligibility for that student.

### **What Actions Must Students Take?**

If selected as a student with an unusual enrollment history, Beckfield College's Office of Student Financial Services will notify a student what action is required. The College will check financial aid history at previous institutions that the student attended during the past four (4) school years, i.e., 2017-2018, 2016-2017, 2015-2016, and 2014-2015. Students are required to have received academic credit at any institution where they received the Federal Pell Grant or Federal

Student Loans while attending in those relevant academic years. The College will notify the student as to which institutions must provide transcripts for our office to review.

Once all transcripts have been received, the College will verify that academic credit was received at each institution during the relevant year. If this can be verified, the College will notify the student that the student has satisfied this requirement. If the student failed to receive academic credit at any institution where a Federal Pell Grant or Federal Student Loans were received during the relevant award years, federal financial aid will be denied, and the student will be notified.

### **Appeal Process**

If you are denied federal financial aid because it is determined that you did not earn academic credit, you may appeal by submitting a completed UEH Appeal form with an acceptable explanation describing why you were unable to successfully complete the credits, as well as corresponding documentation. This appeal will be reviewed by Beckfield College's Corporate Financial Aid Office, and the College will notify you of the decision. These decisions are final and are not appealable to the USDOE.

## **Terms and Conditions Under Which Student Receive Student Aid Loans**

Students who receive loans have terms and conditions associated with these loans. These terms and conditions explain the rules of the loan, including interest rates, eligible amounts based on the student's grade level in school, and at what point the student has earned the right to keep the full amount of the loan based on enrollment, etc. The borrowers' rights and responsibilities regarding the loan are also included. The student receives information on the types of available loans, rights and responsibilities, and the terms and conditions of their loan during entrance and exit counseling.

### **Federal Direct Loan (FDL)**

The student must be enrolled at least half-time during the period of enrollment to retain their eligibility for FDL program funds. Students whose enrollment status is below half-time are not eligible for FDL program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.

A student who is borrowing a loan for the first time is required to participate in loan entrance counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than thirty (30) days after the start of the term or period of enrollment.

A student borrower who is in default on a Federal Student Aid loan is not eligible for additional FDL loan funds unless eligibility is regained.

## **Financial Aid Loan Management**

### **Federal Direct Loan - Entrance Counseling**

The following information is included in the Federal Direct Loan Entrance Counseling, which will be presented to a first-time student borrower prior to the first disbursement of loan funds and is available online at <https://studentaid.ed.gov/fafsa/next-steps/entrance-counseling>.

- Explanation and use of the Master Promissory Note (MPN)

- Effect of accepting the loan on eligibility for other aid
- Seriousness and importance of the repayment obligation
- Option of the borrower to pay interest on Unsubsidized Stafford and Graduate PLUS loans while in school
- Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the U.S. Department of Education
- Definition of half-time enrollment
- Consequences of not maintaining half-time enrollment
- Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the academic program to allow the school to provide exit counseling to the borrower
- Obligation to repay the loans even if the borrower does not complete the program or does not complete the program within the regular completion time for that program, is unable to find employment, or is dissatisfied with the school or program
- The importance of repayment and the consequences of default, including adverse credit reports, federal offset, and other federal delinquent debt collection procedures and litigation
- Sample monthly repayment amounts based on a range of levels of indebtedness, or the average cumulative indebtedness of other loan borrowers within the same academic program as the borrower
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records
- Name and contact information of the person the student may contact with questions regarding rights and responsibilities or loan terms and conditions

### **Federal Direct Loan - Exit Counseling**

Students are required to attend a Financial Aid Loan Exit Counseling session prior to graduating or shortly before the student ceases enrollment of at least half-time study. Students who seek to withdraw from the school should see the financial aid office to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution, as well when a student ceases to attend at least half-time. If a student leaves school or chooses to postpone their education, the student should meet with a Financial Aid Administrator to understand the financial impact of this decision and complete loan exit counseling. Exit counseling includes the following information:

- Explanation of all repayment plans available
- Comparative analysis of the features of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge
- Explanation of the terms and conditions the borrower may obtain a deferment or forbearance
- Debt management strategies to assist the student in successful loan repayment
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans

- A review of the use of the Master Promissory Note (MPN) and the student's obligation to repay the loan
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program or did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the school or education received
- Explanation regarding the consequences of default, including adverse credit reports, federal offset, other federal delinquent debt collection procedures and litigation under federal law
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ among lenders
- Explanation of the tax benefits available to the student
- Information concerning the National Student Loan Data System (NSLDS) and how the student can utilize NSLDS to access his or her records
- Information regarding the availability of the Student Loan Ombudsman's Office

In addition, the Student Financial Services office is responsible to collect the following information as part of the exit counseling and provide the information to the Secretary of Education within sixty (60) days of receipt:

- Name
- Address
- Social Security Number
- References
- Driver's License Number and State
- Expected Permanent Address
- Name and address of next of kin
- Name and address of the student's employer or expected employer

### **Federal Direct Loan - Payment Obligations and Options**

Students who receive Federal Student Loans sign a Master Promissory Agreement (MPN) which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or the student's inability to obtain employment.

The Federal Student Loan program offers students many different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The school's financial aid office and lender (Federal Direct Loan) are available to review the different repayment options. This information is also available at <https://studentaid.ed.gov/repay-loans/understand/plans>. If, at any time, a student becomes delinquent on a loan, it is the student's responsibility to contact the school or the lender to determine what options are available to the student.

### **Student Loan - Borrower Rights and Responsibilities**

Student Loan Borrower Rights and Responsibilities for education loans can lead to a brighter future, but they need to be used carefully. Never borrow more than you need and be aware of your rights and responsibilities.

Additional information and questions will be addressed during your financial aid appointment at your school during the enrollment process.

As a borrower, you have the right to know:

- School policy on enrollment, attendance and good academic standing
- School policy on when you must pay tuition, fees and other costs
- Students' average indebtedness, default rate, and graduation rate at your school
- The consequences of defaulting on your loan
- How financial aid is determined
- The financial aid programs available at the school and how to qualify for them
- The type and amount of fees deducted from the loan amount
- When loan proceeds will be available and the number and timing of the disbursements
- When repayment will begin and your average monthly payment
- Information on deferment (postponement of repayment), cancellations and forbearances
- If and when your loan is sold or otherwise transferred
- That your loan(s) will not automatically be discharged if you file for bankruptcy

Students also have responsibilities. It is up to them to:

- Complete all applications and forms accurately and on time.
- Provide additional information or documentation, such as income tax forms, if requested.
- Inform the financial aid office of any change in your family's financial circumstances.
- Attend pre-loan counseling sessions before you receive your first loan disbursement.
- Keep track of all your loans and know the terms and conditions regarding repayment and deferment.
- Notify your lender of any changes in your address, name, telephone number or Social Security number.
- Inform the lender if your expected graduation date changes, if you drop out of school, or if you drop below half-time attendance.
- Inform the lender if you transfer to another school or if your employer's address changes.
- Attend an exit interview before graduating or leaving school.
- Repay the loan regardless of whether you have completed your education, are satisfied with it, or are able to find a job.

### **Student Loan - Deferment for Borrowers**

Students should visit the Student Financial Services office or meet with their Financial Aid Coordinator for the terms and conditions under which students receiving federal education loans may obtain a deferment for repaying student loan debt.

### **Student Loan - Deferment for Certain Individuals**

Loan deferment terms and conditions are further defined for those serving in the Peace Corps, under the Domestic Volunteer Service Act, and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. These individuals should visit the financial aid office for additional information.



Additional information is also available on the Direct Loan web page at <http://www.direct.ed.gov/student.html> or at <https://studentaid.ed.gov/repay-loans/deferment-forbearance>.

### **Student Loan - Repayment**

Students are required to begin repaying their Federal Student Loan six months after they graduate, leave school or drop below half-time attendance. Borrowers generally have 10 years to repay these loans.

## **Methods of Aid Distribution and Student Notifications**

### **Methods of Aid Distribution**

Federal Aid is distributed to eligible students who complete the Free Application for Federal Student Aid (FAFSA) and meet all required eligibility criteria as further described within the application instructions. Students should go to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) to complete the application or visit the financial aid office for any questions regarding the FAFSA.

Students are also encouraged to visit their library or research on the Internet as a source for additional scholarship programs not administered or awarded by the institution.

### **Disbursing Federal Student Aid - General**

Funds received as financial assistance for a student are electronically credited to the student's account. The student (and parent in the case of PLUS loans) is sent a notification when loan funds have been disbursed or credited to his/her account. Paper copies of these notifications are available upon request from the financial aid office.

Students should visit the financial aid office to determine which of the two (2) methods described below is used at their school, for the program enrolled in.

Programs Using Credit Hours in Standard or Non-Standard Academic Terms (Quarter = Term) Financial aid is awarded based on an academic year as defined on a program-by-program basis at the institution. Disbursement of aid varies depending on the type of assistance. For programs using standard or non-standard academic terms, a portion of the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG), for those who qualify, will be paid to the student's account during each payment period or term. Federal Work Study is paid to employed students through the Dorsey payroll system in the form of direct deposit or paper checks.

To receive Federal Student Loan proceeds, the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. The loan proceeds are used to satisfy the student's tuition and fees for the academic year and are disbursed once per term, for the standard term programs. For non-standard programs, loan funds are disbursed when the student has successfully completed half the weeks of instructional time and half the credits in each academic year. Once tuition and fees charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account. A borrower's account will not be credited with Federal Direct loans until 30 days after their first day of class and once they have completed a loan entrance counseling.

## **Disbursing Federal Student Aid – Programs Using Non-Term Academic Calendar (Clock-hour Programs)**

Financial aid is awarded based on an academic year as defined on a program-by-program basis at the institution. Disbursement of aid varies depending on the type of assistance. A student can receive the first disbursement of Pell and Federal Supplemental Educational Opportunity Grant (SEOG), when the student begins the program or academic year. A student is eligible to receive the second disbursement upon successful completion of half the weeks of instructional time and half the clock hours in the academic year or program, or the remaining portion of a program that is more than one-half of an academic year but less than a full academic year.

In order to receive Federal Student Loan proceeds the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. The loan proceeds are used to satisfy the student's tuition and fees for the payment period. Once tuition and fees charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account. A borrower's account will not be credited with Federal Direct loans until 30 days after their first day of class and once they have completed a loan entrance counseling.

## **Student Notifications and Authorizations**

### **Authorizations Regarding Credit Balances**

An 'Authorization to Hold – T4 Student' and/or an 'Authorization to Hold – T4 Parent' form is provided to students by the financial aid office soon after enrollment. Students and parents (of a dependent student applying for PLUS loans) review the statements, select the appropriate authorization category, and provide the signed form to the financial aid office. For continuing students who previously signed this statement, the initial authorization will continue to be valid for subsequent award years or enrollment periods. The authorization categories available for student/parent selection are as follows:

- Based on student's authorization, the institution will retain any existing credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.
- Based on the student's authorization, in the event that funds are not requested prior to leaving the institution, the institution will return the credit balance to the lender as prepayment of the student loan.
- Students also are informed of their option to rescind either authorization at any time.
- Title IV credit balances, also known as "stipends," are paid in the form of a check and mailed to students within 14 days of the date the credit is created on the student account.

### **Notice of Right to Cancel**

When loan disbursements for the Federal Stafford loan funds are received at the school, a receipt is generated and mailed to the student and/or parent. The Notice of Right to Cancel the loan is also included on this receipt; it gives the borrower information on how and when the loan can be cancelled.

### **Parent PLUS Master Promissory Note (PLUS MPN)**

For Parent PLUS loans made under the multi-year feature of the MPN, the regulations that govern the loan programs require the financial aid office at the school to document an active confirmation of Parent PLUS loan funds via an estimated award letter. The confirmation process is to provide a means

for the parent borrower to accept or decline a PLUS loan made for a student’s subsequent academic year. This assists in providing the parent borrower with greater control and understanding of PLUS loan debt. The active confirmation is documented when the parent signs an award letter.

**Subsidized and Unsubsidized Master Promissory Note (MPN)**

Students have the ability to obtain loan funds not exceeding the established loan limits through the Subsidized and Unsubsidized Federal Stafford Loan program without having to sign a new Master Promissory Note for each academic year.

The institution utilizes a passive notification system (except for parents using a PLUS loan). The borrower requests the requested loan amounts during their packaging appointment in the financial aid office, and this is documented on the Tuition Proposal worksheet. An Award Letter will also be provided to the borrower indicating each award amount, disbursement amounts and estimated dates the disbursements are expected at the school. If the borrower decides to decline or make adjustment to the type or the amount of the loan, they must contact the financial aid office.

**National Student Loan Data System (NSLDS)**

When a borrower receives a Federal loan or a Pell grant, the information must be submitted to the National Student Loan Data System (NSLDS). Information in NSLDS is accessible to schools, lenders, and guarantors that are authorized users of the data system. Students are also able to log in and access all of their federal loan and Pell grant information. Students will need to have their FSA ID in order to access their information.

A student can access this website at <http://www.nsls.ed.gov> to view their information at any time.

**Refund Policies**

The refund policy applies to all students who withdraw, or are dismissed, from all courses after the beginning of the quarter. All refunds are based on the charges for the particular quarter, not on charges for the program. Refunds will be made within 45 days of the date of determination of a student’s withdrawal or dismissal. The refund policy applies only to tuition. Fees are non-refundable except in the case of written notice of cancellation of the enrollment agreement.

<b>Withdrawal Date</b>	<b>Percentage of Tuition Refunded</b>
Week 1	75%
Weeks 2-3	50%
Weeks 4-6	25%
Weeks 7-11; 7-12*	None

Standard 11-week terms. \*Medical Massage Therapy program is on a 12-week term.

The refund policy applies to all students who withdraw, or are dismissed, from all courses after the beginning of the quarter. All refunds are based on the charges for the particular quarter, not on charges for the program. Refunds will be made within 45 days of the date of determination of a student’s withdrawal or dismissal.

Appeals of refund determinations must be addressed in writing to the Director of Student Financial Services.

## Return of Federal Title IV Student Funds

When a student withdraws from the College, a tuition percentage will be determined based on the return of Title IV funds regulations. The Office of Student Financial Services determines the return of Title IV funds percentage and informs the Registrar. Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student. In determining the percentage, the College will:

Determine the percentage the enrollment period completed by the student ( $\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$ ). If the calculated percentage exceeds 60%, then the student has “earned” all Title IV aid for the enrollment period.

Apply the percentage completed to the Title IV aid awarded to determine the student’s eligibility for aid prior to the withdrawal ( $\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$ ).

Determine the amount of unearned aid to be returned to the appropriate Title IV aid program ( $\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$ ). If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

Distribute the responsibility to return funds between the institution and the student. If the type of aid that the student is responsible for returning is a loan, the student is not required to immediately repay the amount, as the grace period for the loan, generally six months, is invoked. The Office of Student Financial Services will determine if any grants must be repaid by the student. Any refund or repayment obligation will be clearly outlined for the student in writing.

Return the Title IV aid, based on the type of aid disbursed, in the following order:

- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Direct PLUS (Parent) Loan
- Federal Pell Grant

Examples regarding the application of the Return of Title IV Funds policy are available in the Office of Student Financial Services.

The return of funds required under this policy is made to the Title IV aid programs within 30 calendar days after the date of determination of withdrawal or dismissal. Students will receive a written notice of any federal funds returned by the College and an invoice for any balance owed to the College. Additional information on the return of federal funds, calculation procedures, and requirements, including examples, may be obtained by contacting the Office of Student Financial Services.

# GRIEVANCE PROCEDURES

## Complaint Policy and Procedures

The College's complaint procedure aims to efficiently resolve both academic and non-academic issues. At each step, the responsible person—best equipped to address the complaint—gets involved. Students wishing to file a formal grievance, academic appeal (excluding suspension appeals), or official complaint must adhere to this policy. For suspension appeals, students should refer to the Satisfactory Academic Progress Appeal policy.

A grievance, academic appeal, or official complaint occurs when a student notifies the college of perceived hardship or harm resulting from a decision or action by institutional staff or faculty. This decision/action is believed to violate or misinterpret institutional policies, processes, or local/state/federal regulations.

After the initial attempt to resolve the issue with the instructor or other employee (Step 1), each appeal must be in writing and must describe:

- The nature of the issue,
- The outcomes of all previous attempts to resolve the issue, and
- What further action does the student consider appropriate or necessary for the resolution of the issue?

Written appeals must be dated and must include the student's name and signature. Handwritten appeals must be legible. The College reserves the right to disregard anonymous complaints and appeals, as well as those containing language that violates the conduct policy.

**Academic Issues:** A student with a complaint relating to course requirements, instruction, or other academic issues should first address the issue with the instructor of the course involved (Step 1). If the student believes the issue has not been or cannot be satisfactorily resolved at this level, a written appeal should be addressed to the officials below in the order listed.

At each level above the instructor, a determination will normally be reached within 14 days of the date the appeal is received by that official and communicated to the student in writing as soon as reasonably possible after that determination. If the instructor is also the program director/dean of the department offering the course involved, the student may begin the process with Step 2.

Step 2. The Dean/Program Director of the department offering the course in question

Step 3. Director of Student and International Services

Step 4. Director of Accreditation and Compliance

Step 5. College President

**Step 2. To implement Step 2** of the grievance procedure for an academic issue/s, the student may request official review by the academic program director/dean of the department offering the course/program in question. If the program has both a dean and director, then they can address the issue together. If an email is sent, it is the responsibility of the student to confirm receipt. The dean and/or director shall render a decision, normally within 5 days. If the instructor is also the dean, program director, or coordinator of the department offering the course involved, the student may begin the process with step 3.

**Step 3. To implement Step 3** of the grievance procedure for an academic issue/s, the student may request official review by the Director of Student & International Services (DSIS). To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The DSIS shall render a decision, normally within 14 days.

**Step 4. To implement Step 4** of the grievance procedure for an academic issue/s, the student may request official review by the Director of Accreditation and Compliance (DAC). To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The DAC shall render a decision, normally within 14 days.

**Step 5. To implement Step 5** of the grievance procedure for an academic issue/s, which is the last and final level on college-level review, the student may request official review by the college President. To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The college President may appoint a special committee to review the grievance and provide a recommendation or personally review the matter and render a decision, both are normally within 14 days.

This procedure does not apply to disputes about grades, for which a separate procedure is provided (see Grade Disputes section of this catalog).

**Non-academic issues:** A student with an issue relating to non-instructional matters should first address the issue with the individual employee involved (Step 1). If the student believes that the issue has not been or cannot be resolved at this level, a written appeal should be addressed to the officials below in the order listed.

At each level, a determination will normally be reached within 14 days of the date the appeal is received by that official and communicated to the student in writing as soon as reasonably possible after that determination.

- Step 2. The employee's supervisor
- Step 3. Director of Student and International Services
- Step 4. Director of Accreditation and Compliance
- Step 5. College President

**Step 2. To implement Step 2** of the grievance procedure for a non-academic issue/s, the student may request official review by the employee's supervisor. To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The supervisor shall render a decision, normally within 14 days.

**Step 3. To implement Step 3** of the grievance procedure for an academic issue/s, the student may request official review by the Director of Student & International Services (DSIS). To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The DSIS shall render a decision, normally within 14 days.

**Step 4. To implement Step 4** of the grievance procedure for an academic issue/s, the student may request official review by the Director of Accreditation and Compliance (DAC). To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The DAC shall render a decision, normally within 14 days.

**Step 5. To implement Step 5** of the grievance procedure for an academic issue/s, which is the last and final level on college-level review, the student may request official review by the college President. To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. It is the responsibility of the student to confirm receipt. The college President may appoint a special committee to review the grievance and provide a recommendation or personally review the matter and render a decision, both are normally within 14 days.

## All Grievances - Academic and Non-Academic

After the initial attempt to resolve the issue with the instructor or other employee, each appeal must be in writing and must describe:

- The nature of the issue (including applicable documentation),
- The outcomes of all previous attempts to resolve the issue, and
- What further action the student considers appropriate or necessary for the resolution of the issue.

Written appeals must be dated and must include the student's name and signature. Handwritten appeals must be legible. The College reserves the right to disregard anonymous complaints and appeals, as well as those containing language that violates the conduct policy (see Conduct Policy section of this catalog).

After exhausting the appropriate institutional procedure above, those with complaints which they feel have not been resolved by the College may address these to the appropriate agency or agencies (See Final Grievance Remedies below).

## Final Grievance Remedies

After exhausting the appropriate institutional procedures above, a student with complaints that they feel have not been resolved by the College may address these to the appropriate agency or agencies below:

**All students:** Better Business Bureau (Greater Cincinnati),  
1 E. 4th Street, Suite 600  
Cincinnati, OH 45202, (513) 421-3015

**All students:** Accrediting Bureau of Health Education Schools,  
7777 Leesburg Pike, Suite 314  
North Falls Church, Virginia 22043

### State Agencies

Kentucky Students: Kentucky Council on Postsecondary Education,  
1024 Capital Center Drive, Suite 320  
Frankfort KY 40601, (502) 573-1555



Ohio Students: Ohio State Board of Career Colleges and Schools,  
30 East Broad Street, Suite 2481  
Columbus, OH 43215, (614) 466-2752

**Programmatic Agencies**

Medical Massage Therapy Students: Kentucky Board for Licensure Massage Therapy,  
911 Leawood Drive Frankfort, KY 40601, 502-564-3296.

Kentucky Nursing Students: Kentucky Board of Nursing,  
312 Whittington Parkway, Suite 300, Louisville, KY 40222  
502-429-3300 or 800-305-2042.

Most of these agencies offer, on their websites, specific advice or instructions for filing a complaint. These agencies normally disregard complaints involving grade disputes or personal conflicts and may disregard or defer complaints from students or graduates who have not exhausted the College's complaint procedure. In responding to a complaint addressed to an external agency, the College reserves the right to include student information it deems to be necessary to respond specifically and effectively to the complaint and to do so without the consent of the complainant.

All correspondence and other documentation pertaining to a complaint and its appeals will be maintained by the College for a period of at least five (5) years after the date of the final institutional resolution.

Required consumer information disclosures can be found on the Beckfield College website at <https://www.beckfield.edu/about-us/student-consumer-information/>

## **POLICIES - GENERAL INFORMATION AND ACADEMIC**

### **Clock Hour Program Policies**

This section provides financial aid, policies, and related information for students enrolled in clock-hour programs only. Some of these policies may differ slightly from those affecting credit-hour programs. Programs that utilize this section are noted in the Programs Offered section of this catalog. Policies located elsewhere in this catalog will govern both credit-hour and clock-hour programs unless an alternate clock-hour policy is stated in this section.

### **Academic Policies – Clock Hour Programs**

Clock-hour programs require documentation of student attendance for every scheduled hour of class time. Students are expected to attend all scheduled classes for the entire class session in order to achieve the learning objectives of their program.

Any absence from a course in the program will require the student to attend a scheduled make-up session with the instructor or program director/dean for the full number of class hours missed. A student may use make-up sessions to compensate for a maximum of three (3) absences per course. After three absences, students are required to submit proper documentation and seek program director/dean approval before attending further make-up sessions.

## **Evaluation of Outside Work - Clock Hour Programs**

Out-of-class hours, used to calculate Title IV funding, is “required” of the student to obtain that funding. Outside work is evaluated by the faculty.

## **Excused Absence - Clock Hour Programs**

No more than 10% of the clock hours per course may be counted as excused absences. Absence from a class period in a clock-hour program may be designated as an excused absence ONLY if:

- Prior approval for the absence is obtained by the instructor AND the program director/dean; or
- Supporting documentation is submitted, and a subsequent approval for the absence is obtained by the instructor AND the program director/dean.

## **Make-Up Policy - Clock Hour Programs**

Students must attend a make-up session within seven (7) days of the original date of absence unless approved by the program director/dean, not to exceed the end of the academic term. Make-up times may be regularly scheduled by the program, or may be agreed upon by the student, instructor, and program director/dean, provided that no other properly scheduled class or examination is affected. Please Note: Not all courses allow for make-up. See course syllabus.

## **Repeating a Course - Clock Hour Programs**

Students may repeat failed courses until they have attained a passing grade. However, a student cannot exceed the 150% maximum time frame allowable for their program (see Maximum Time Frame Policy), and they may not receive financial aid for subsequent attempts of a course. An “Incomplete” grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as not completed, but the attempted hours will be counted. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.

## **Financial Aid - Clock Hour Programs**

### **Payment Periods and Disbursement Procedure for Clock-Hour Programs**

Federal Student Aid (Title IV) includes Federal Pell Grants, Federal Direct Stafford Loans, and Federal Direct Parent PLUS Loans. Federal Student Aid will be disbursed to students (or their tuition accounts) in two or more payments, depending on the number of academic terms for their program. The first payment period begins at the start of a program and ends at the halfway point of the program. Unless a student has paid the tuition with the student’s own money or other funding, some or all of the federal aid a student is eligible for will first go to reduce the student’s tuition bill.

Depending on the program length, there are two to four payment periods. Programs with one academic year or less will have two payment periods, while programs that have a second academic year will have either three or four payment periods. The Office of Student Financial Services sends a notice to students when their accounts are credited with student loan funds, although this does not necessarily mean a student will receive a refund. Students must maintain satisfactory academic progress in order to receive federal aid.

## Institutional Refund Policy - Clock Hour Programs

Refunds for clock-hour programs are based on the student's current term and the number of clock-hours that the student is scheduled for each term.

- A student who withdraws before the first class and after the 5-day cancellation period (see Refund Policies above) shall be obligated for the registration fee.
- A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% completed, but before the academic term is 25% completed, will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within forty-five days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity. Appeals of refund policy interpretations may be addressed, in writing, to the Director of Student Financial Services.

### **Leave of Absence – Clock Hour Programs**

The Leave of Absence (LOA) policy and procedures are the same for all students at Beckfield College regardless of whether they are in a credit-hour or a clock-hour program. Please see the Leave of Absence policy as found in the previous sections of this catalog. The time spent on an approved leave of absence is not counted against the maximum time frame for clock-hour students.

## Academic Policies

### **Academic Integrity**

As an institution that values learning through academic inquiry, Beckfield College must ensure that its students clearly understand the value, process, and use of research, as well as the consequences of misconduct in presenting or otherwise employing the results of research.

Faculty who assigns research are responsible for instructing their students in how to accurately represent and attribute ideas and expressions belonging to others and how to completely and accurately document all resources in which those ideas or expressions are found. Whether quoted, paraphrased, summarized, or otherwise represented, every idea or expression beyond the realm of common knowledge or the student's own invention must be appropriately attributed and its source carefully documented.

Faculty who discovers violations will enforce appropriate penalties. A violation of the principles of attribution and documentation is plagiarism, and, whether deliberate or accidental, plagiarism is a violation of academic integrity. When deliberate, it is clearly dishonest and should incur a significant

penalty. When accidental, it is not thereby excusable by a student's appeal of ignorance. Faculty must not only respect the scholarship of others, but must teach their students to respect it and must be prepared to protect that scholarship when they find that it has been abused.

Faculty are able to set reasonable penalties for any form of academic dishonesty, whether plagiarism, cheating in completing examinations or other assignments, or unauthorized computer file-sharing, illegal downloading, uploading or distribution of copyrighted materials. In most cases, the minimum academic penalty is a grade of zero/failure for the assignment pertaining to the violation. In some cases it may be the failure of the course with notations in the student's academic file. More than one violation by the same student may result in the student's disciplinary dismissal from the College. In cases of unauthorized or illegal use of electronic resources, substantial legal penalties may also apply, as such activities are violations of U.S. copyright law.

**Please Note:** A student found to have violated standards of academic integrity will forfeit any scholarship or other academic award to which the student may otherwise be (or become) eligible and will be ineligible for honors upon graduation.

In addition to the requirements outlined above, all students will be given unique login information to verify personal identity when accessing various electronic resources (see Online Identity Verification and Protection section of this catalog below). It is a violation of the Academic Integrity Policy to provide fraudulent information to obtain an account. It is the student's responsibility to keep these credentials confidential. The student's username and password should be used to access the College IT resources for their intended purposes only. These resources include all Beckfield College computers, printers, online course material, servers, websites, email services, network connectivity services, and other online resources and files.

The following additional actions are considered violations of the Academic Integrity Policy in regard to virtual classrooms:

- Misrepresenting one's identity
- Unauthorized collusion

Any instructor who discovers any of the above violations in his or her course will provide a written report of the violation to the program director/dean whose course is involved. The report will include at least such details as:

- A description of the violation,
- Action taken by the instructor, and
- The date on which the incident occurred or was discovered,
- The instructor's recommendation for further action (if any).
- The name(s) of the student(s) involved,
- The title of the course involved,

The report will be accompanied by whatever documentation pertains to the violation. After consultation between the instructor and the program director/dean, the report will become part of the permanent academic record of the student involved, as will any response the student may submit.

In instructing their students in proper attribution and documentation, faculty will normally require the documentation style appropriate to their profession or to the academic discipline of their courses:

American Psychological Association, Modern Language Association, Uniform System of Citation, or other.

### **Academic Sessions**

Classes are in session year-round, with the exception of scheduled legal holidays and breaks between terms as indicated in the academic calendar. Classes may be scheduled at various periods between 8:00 a.m. and 10:30 p.m. Monday through Thursday and between 8:00 a.m. and 7:00 p.m. on Friday. Some programs or courses may be restricted to certain times of the day (e.g., evening classes only). The online academic week runs from 11:56pm Sunday through 11:55pm the following Sunday.

### **Change of Program**

Because several programs have specific requirements for admission, a student may transfer from one program to another only with the recommendation of the program director/dean of the program to which the student wishes to transfer. Except in extraordinary circumstances, students are restricted to two such changes during their enrollment in the College.

When a student transfers from one program to another, courses that appear in both programs will be applied to the new program, and all grades previously recorded for these courses will be included in determining the student's academic progress in the new program. Transcripts currently on file from other post-secondary institutions the student has attended will be re-evaluated to determine whether additional coursework may be eligible for transfer.

Students' requests for a change of program will not be acted upon until their grades from the most recent quarter have been posted and their academic standing has been determined. Students may not change programs while under academic probation. Students who wish to return to their original program will be subject to the requirements that apply to that program at the time of their return.

### **Contact Hours and Definition of Credit Hours**

Course crediting is based on the number of lecture, laboratory, and externship or clinical hours provided in the contact (instructional) hours of each course. A contact hour is defined as 50 minutes of instruction.

One-quarter credit hour is awarded for each:

- 10 or more contact hours of lecture (instruction in theory and principles). For every contact hour of a lecture class, students should expect to devote at least two hours out of class to such activities as reading, study, review, research, and completing written assignments.
- 20 or more contact hours of laboratory (supervised application of knowledge and skills). For every two contact hours of a laboratory, students should expect to devote at least one hour out of class to such activities as reading, study, review, research, and completing written assignments.
- 30 or more contact hours of externship, practicum, or clinical course work (supervised field experience). In those programs for which Title IV funding requires a clock-hour conversion, the College uses a 25-to-1 clock hour to credit hour conversion rate, which includes a minimum of 20 clock hours of classroom or direct faculty instruction with the remaining 5 clock hours to include documented student work outside of class.

# Course Scheduling, Sequencing and Substitution Information

## Course Scheduling

It is the College's objective to ensure that appropriate courses are available to those students who remain enrolled from quarter to quarter and successfully complete their courses. The College cannot assure that a specific course will be immediately available for:

- A graduate returning for an additional credential
- A student changing programs or elective options within a program
- A student returning to the College from a withdrawal or dismissal
- A student who has failed or withdrawn from the course or a prerequisite to the course
- A student who has deliberately avoided the course when it has been appropriately scheduled
- A student who has had prerequisites to the course transferred from another institution

## Course Sequencing

The College sequences its courses for the academic benefit of students. Students should pursue courses in the recommended sequence for their program in order that the College can best assure that courses will be available when it is in students' best interest to take those courses. Any changes in course sequencing must be approved by the appropriate program director/dean. Classroom availability, course availability, and class enrollment sometimes make it necessary for the College to adjust the sequence of a student's courses, but the integrity of the student's program will not be affected by such adjustments. Students are cautioned that course failures and withdrawals can lead to difficulties in the effective sequencing of their courses.

## Course Substitution

In extraordinary circumstances, the appropriate program director/dean may permit a course to be substituted for another course in a student's program. Normally, such substitution will be permitted only to accommodate a student approaching graduation who might otherwise be placed at an unreasonable disadvantage without the substitution. A substituted course must normally be selected from the same academic or technical area as the course replaced but may not be used to replace a course for which the student has received a grade of F (see Grade Replacement section of this catalog). In no circumstance will a course substitution be permitted if the substitution would violate the general education or concentration requirements of the student's program, as these requirements have been determined by the College's accrediting or licensing agencies or program-approving agencies. Some programs do not permit course substitutions.

## Make-Up Policy – Credit Hour Courses

Attendance is very important. Make-up should only occur when extenuating circumstances (e.g., hospitalization, death of a family member) have impacted the student. The eligibility of a student to make up class work, assignments, and tests missed due to absences is at the discretion of the instructor. Students are expected to understand each instructor's policy on make-up work as this is presented in the instructor's syllabus. Some programs have policies regulating make-up work in specific courses. If a final examination is cancelled because of a weather emergency or other unavoidable circumstance (and is unable to be proctored online), the instructor will attempt to administer it during the following week on the same day of the week and at the same time as originally scheduled, or at a

time agreed upon by the students and the instructor, provided that no other properly scheduled class or examination is affected. Please Note: Not all courses allow make-up. See course syllabus.

### **Student Intellectual Property Rights and College Shop Rights**

The College affirms that students maintain ownership of intellectual property created and submitted as part of their academic work. This encompasses a wide range of creations, including literary and artistic works, designs, inventions, and other intellectual contributions.

By enrolling at the College, students grant the institution a "shop right" to any intellectual property developed to fulfill academic requirements. This "shop right" allows the College to use, modify, and retain the work indefinitely, without exclusivity or royalty obligations. The College may utilize these works for purposes such as instruction, accreditation, assessment of learning outcomes, institutional licensure, and promotional activities.

## **Enrollment Information**

### **Adding and Dropping Courses**

Students may adjust their schedules by adding or dropping courses only during the first week of classes (see the Academic Calendar section of this catalog). Thereafter, withdrawal from a course results in no tuition adjustment and adding a course is not permitted. The last date on which a student may officially withdraw from a course is the last weekday before the scheduled date of the final exam for that course. Students will not be permitted to withdraw from a course on the scheduled day of the final exam for the course. Before processing the student's withdrawal request, the Registrar has the option to confirm with the instructor of the course that the student wishing to withdraw has not yet completed the course and has not yet taken the final exam. When a student withdraws from a course after the first week of classes, the student will receive a grade of W for that course. The W grade will count towards the student's course completion rate (CCR) but not towards their cumulative grade-point average (CGPA) for calculation of satisfactory academic progress (SAP). A student wishing to add or drop a course must meet first with his or her academic advisor to discuss how the change may affect academic progress. Students who receive financial aid must also meet with a financial aid administrator before any action can be taken.

### **Attendance**

Student learning is improved by regular attendance and participation in all classes. As part of their preparation for a career, students are expected to maintain good attendance. In a professional environment, employees are expected to be regular and punctual in attendance and to report to their employer if they will be absent.

Instructors will record attendance in every class session, and students are expected to attend all scheduled class meetings. Students who expect to be absent from class should contact the instructor as soon as reasonably possible to arrange for any make-up work. Students are strongly encouraged to make use of the Beckfield College email system for communicating with faculty (see College Email System).

A student absent from all of his or her classes for a period of 14 consecutive calendar days with the exception of holidays and breaks as published in the Academic Calendar will be withdrawn from the College and will receive a grade of W for each course in which the student is enrolled (see Explanation



of Administrative Grades section of this catalog). The student's last recorded date of attendance will be used in determining any applicable adjustment to the student's funding. A student withdrawn for ceasing to attend will not be permitted to re-enroll in any subsequent quarter without discussing academic progress with their program director/dean (or designated academic advisor) and will be subject to a re-entry fee upon re-enrollment. This policy does not apply to a student during an approved leave of absence (see Leave of Absence section of this catalog).

Students returning to the College after being withdrawn for non-attendance must meet the requirements of any program modifications that may be in effect at the time of the student's re-entry.

### **Cancellation of Course Registration**

In order to remain enrolled in an on-campus course for which a student is registered, the student must attend at least one class meeting of that course within the first two scheduled class sessions of the academic term. If the student does not attend within the first two scheduled class sessions, their registration for that course will be cancelled. For online courses within 6-week modules, the student must attend within 10 calendar days from the start of the term. In order to remain enrolled in an online course for which the student is registered, a student must demonstrate attendance by actively participating in the course. This is demonstrated by doing at least one of the following: making a substantial and relevant posting in an academic discussion forum; responding constructively to other students' postings in an academic discussion forum; submitting an assignment; completing a quiz, examination, exercise, or other activity during the first two scheduled weeks of the course.

If a student in an online course fails to demonstrate attendance during the first two calendar weeks, his or her registration for that course will be canceled.

Students whose course registration is canceled will receive an administrative grade of NS (No Show) for that course. Because an NS indicates cancellation of registration, the grade does not affect a student's academic progress. Students may enter a course for the first time after the second calendar week only if cancellation of a class meeting prevents their attendance in that course within the first two weeks.

When cancellation of course registration occurs, the student's financial aid awards will be re-evaluated. If the cancellation results in a change in the student's enrollment status (such as from full-time to part-time), the student's eligibility for federal and institutional grants will be immediately affected.

Federal student loan eligibility is determined by a student's enrollment status at the time the loan payment is disbursed. If the student's loan disbursement is received after the first two weeks of the quarter and the student's enrollment has decreased to less than half-time status (fewer than 6 credit hours), the student is no longer eligible for that quarter's loan disbursement.

### **Course Audit**

A graduate of the College may return at any time to audit a course taken previously without any additional charge other than the cost of the textbooks and applicable fees. Auditing is available for those who have left their employment for any reason and wish to review, for those who have changed jobs or assignments, or for those who simply want to update or refresh their skills. All audits require approval of the appropriate program director/dean and are arranged on a space-available basis. An audited course awards no credit and cannot be converted to a credited course. Some programs may

require a student returning from a dismissal or institutional withdrawal to audit a course the student has previously passed.

### **Full-time Status**

A full-time student is enrolled in at least 12 credit hours per quarter. Students should be aware that changes in their enrollment status might affect their eligibility for financial assistance, their eligibility for academic recognition, their academic progress, and/or their date of graduation.

### **Leave of Absence**

A leave of absence may be granted to a currently enrolled student when unavoidable circumstances occur which would adversely affect the student's attendance and/or academic progress.

To request a leave, the student must address a written, signed, and dated application for a leave of absence to the Registrar. This application must provide an explanation of the student's need for a leave of absence, accompanied by verifiable documentation, if requested by the College. In order to approve a leave of absence, the College must have a reasonable expectation that the student will return by or before the end of the leave. Students receiving Title IV funds are also required to meet with the Office of Student Financial Services before beginning or returning from a leave of absence. If an event beyond the student's control prevents the student from requesting the leave in advance, the College will determine the beginning date of the leave to have been the first date on which the student was unable to attend classes as the result of that event.

No more than 180 calendar days of leave will be approved for a student during any twelve-month period. If a student's absence exceeds 180 calendar days, the student must withdraw from the College and re-apply for admission in order to return. A student who fails to return from a leave by or before the end date of the leave will be regarded as having withdrawn from the College (see Withdrawal from the College section of this catalog). The date of withdrawal will be determined to have been the student's last date of attendance, and all policies pertaining to withdrawal will apply. A leave of absence will not be approved for any student who has violated the attendance.

#### **Leave of Absence (LOA) - Approved**

A leave of absence will not be approved for any student who has violated the attendance policy (see Attendance section of this catalog) or whose enrollment in the College has been suspended or terminated for any other reason.

If a student's program undergoes modifications during the leave of absence, the student may be subject to the requirements of those modifications upon his or her return.

#### **Leave of Absence (LOA) - Unapproved**

Beckfield College may grant a student an LOA that does not meet the conditions to be an approved LOA for Title IV purposes (for example, for academic reasons). However, an LOA that does not meet all of the conditions for an approved LOA is considered a withdrawal for Title IV purposes. The student's withdrawal date is the student's last day of attendance. An unapproved LOA may not be treated as an unofficial withdrawal. An unofficial withdrawal is one where Beckfield has not received notice from the student that the student has ceased or will cease attending the school. If Beckfield has granted a student an unapproved LOA, the student has

ceased attendance for Title IV purposes and the specified withdrawal date in the R2T4 calculation.

If an event beyond the student's control prevents the student from requesting the leave in advance, the College will determine the beginning date of the leave to have been the first date on which the student was unable to attend classes as the result of that event.

If a student's program undergoes modifications during the leave of absence, the student may be subject to the requirements of those modifications upon his or her return.

### **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.

### **Withdrawal From the College**

A student who wishes to officially withdraw from the College before completing the student's current quarter of enrollment must first contact program director/dean, since an institutional withdrawal will

negatively affect the student's academic progress. The student is also required to complete financial aid exit forms.

Information on tuition refunds for students who withdraw from the College appears in the Refund Policies section of this Catalog. Students should complete all necessary withdrawal paperwork in a timely manner. Students will be administratively withdrawn from the College if they are no longer enrolled in or registered for any classes at any point in a term.

Students returning to the College after a withdrawal or dismissal must meet the requirements of any program modifications that may have occurred during their absence.

## Grade / Attendance Disputes

An instructor's syllabus includes the criteria by which assignments are evaluated, and course grades are determined. Instructors record attendance for every class session and provide the roster to the Registrar for permanent recording. A student who wishes to officially dispute a course grade must do so within 28 days of the beginning of the quarter following that in which the grade was assigned, whether or not the student is enrolled in the following quarter. The following steps are available for disputing a course grade. Only if the instructor is no longer available or is otherwise unresponsive should the student proceed immediately to the next step.

**Step 1. To implement Step 1** of the grade/attendance procedure, the student must appeal in writing to the instructor who assigned the grade or marked attendance. If the grade or attendance were merely reported or recorded in error, the instructor will inform the Registrar, and the grade or attendance will be corrected and the student notified.

**Step 2.** If the instructor concludes that the grade or attendance was properly awarded, the instructor will notify the student of that conclusion within 14 days of receiving the student's appeal.

**Step 3.** To appeal the instructor's conclusion, the student must, within 14 days of receiving the instructor's conclusion, appeal in writing to the program director/dean of the department offering the course in question. The appeal must provide verifiable information as to the inaccuracy of the grade. The program director/dean will decide the dispute and notify the student in writing of that decision within 14 days of receiving the appeal.

**Step 4.** To appeal the decision of the departmental program director/dean, the student must, within 14 days of receiving that decision, appeal in writing to the Director Accreditation and Compliance, who will, within 14 days of receiving the student's appeal, consult with an Administrative Review Committee to review the student's appeal and notify the student in writing of the Committee's determination within 14 days of the consultation.

The Committee's decision will be the final institutional resolution of the grade/attendance appeal. No other dispute procedure will be permitted.

This process is available only for disputes pertaining to the accuracy of a reported course grade. Other issues involving a course must be addressed through the College's complaint procedure. In determining whether a student is meeting standards of academic progress, the College must consider the grade currently on record when those standards are applied. Failing grades imposed and upheld as a result of student misconduct are not subject to dispute. Because verifiable evidence is required at each step of

the grade dispute process, students should retain their course syllabi and all assignments and examinations that have been returned to them until they have received their course grades.

## Grading Policies

### Grade Replacement

In order to receive credit for a course in which a failing grade (F) has been assigned, a student must repeat and pass the course. If the grade earned in repeating a course is passing, this grade will replace the failing grade, and the student's cumulative grade-point average will be adjusted accordingly. If a student receives a failing grade in the same course more than once, the passing grade earned in repeating the course will replace only the earliest failing grade. All grades remain recorded in the student's transcript, and all attempts of a course are counted in determining the student's course completion rate (see Standards of Academic Progress section of this catalog). All courses failed must be repeated at Beckfield College. It is necessary to note that, according to the U.S. Department of Education's Federal Student Aid Handbook, Financial Aid will only pay for three attempts of any developmental course. Any attempts necessary after these attempts will be done at the student's expense.

If a student fails or withdraws from a course which subsequently becomes unavailable as a result of a program modification, the student will be scheduled according to the requirements of the modification and will not be permitted to repeat the course.

### Incompletes

An Incomplete may be assigned for a course when circumstances beyond the control of the student prevent the completion of coursework. A legitimate illness, necessary absence, or other extenuating circumstance must have occurred, preventing the completion of the required coursework by the due date or the end of the academic term. Examples of extenuating circumstances include:

- Fire/Flood: Loss of home or significant loss of property
- Medical Condition: extreme illness or injury of student, child, or parent of student (usually involves hospitalization); surgery with extended recovery, etc.
- Military: Involuntary military orders (see Student Military Policies section of this catalog).
- Other: Death in the family, domestic violence, home eviction
- Work Related: Layoff of job/job loss; excessive overtime required by and documented by employer

Pregnancy – unless high risk and documented as such – is not considered an extenuating circumstance.

An Incomplete must be requested by the student and will not be granted without the approval of the instructor and the program director/dean of the department offering the course. Instructors are not obligated to issue "Incomplete" grades and must require written documentation from students to justify the issuance of an incomplete grade. An Incomplete indicates that the student has demonstrated commitment to the course (by attendance and coursework submitted) and has done passing work, but has been prevented by an extenuating circumstance from fulfilling all requirements of the course. Further, the student must have submitted coursework of sufficient quantity and quality for the instructor to determine that the student has the ability to complete the course without assistance in the time permitted for completion.

A request for an Incomplete will not be approved for a student who is failing the course at the time of the request or for a student who has violated the attendance policy (see Attendance section of this catalog). Students in withdraw status may not request an Incomplete for a course. With the exclusions noted below, resolution of an Incomplete must occur within 28 days of the date the grade was assigned, whether or not the student is enrolled during the 28-day period. If the Incomplete has not been resolved within the 28-day period, a grade of zero will be entered for all work not submitted, and the course grade will be determined in accordance with the criteria published in the instructor's syllabus.

**Administrative Requirements:** Incompletes must be fully processed by the Registrar within 30 calendar days of the close of the previous term as required by the U.S. Department of Education.

**Exclusions:** A student suspended for failure to meet standards of academic progress must resolve any Incompletes before an academic plan may be developed (see Standards of Academic Progress section of this catalog).

**Exclusions:** Students who have received an incomplete grade in prerequisite courses must fulfill all requirements to resolve the "Incomplete" grade before the add/drop period concludes for the subsequent quarter or module course. Students will not be allowed to enroll in the next level course until the "Incomplete" grade in the prerequisite course is resolved.

## Grading System

### Description of Quality Points Per Quarter Credit

Faculty report final course grades to the Registrar at the end of each quarter. After administrative processing, grades are made available to students. Grades for graduating students are mailed to the students' homes. The following system is applied, with exceptions and clarifications noted below:

Description of Quality Points Per Quarter Credit / Grade Application Chart			
Grade		Definition	Quality Points Per Credit Hour
A	(90-100%)	Superior Achievement	4
B	(80-89%)	Commendable Achievement	3
C	(70-79%)	Satisfactory Achievement	2
D	(60-69%)	Marginally Acceptable Achievement	1
F	(below 60%)	Unsatisfactory Achievement	0
AU*		Course Audited; No Credit Awarded	Not Computed
I*		Incomplete	Not Computed
K*		Course Enrollment Canceled	Not Computed
LC*		Enrollment In Laboratory or Clinical Section of a Course	Not Computed
LOA*		Leave of Absence	Not Computed
NS*		No Show; Course Registration Canceled	Not Computed
PC*		Credit Granted Through Proof of Proficiency	Not Computed
R*		Course Repeated	Not Computed
W*		Withdrawn Without Grade Penalty	Not Computed
TC*		Credit Granted Through Transfer	Not Computed

(\*): Grades marked with an asterisk are not computed in a student's grade-point average (GPA) or course completion rate (CCR).

- A "C (78%)" is the minimum passing grade in any course code designated with DMS, PNR or NUR.
- As indicated in the syllabus for each course, work completed out of class will be accounted for, and the evaluated results of such work will be included in determining the student's grade for a course.
- A grade of F will be administratively imposed when a student is dismissed from a course, from his or her program, or from the College as a result of misconduct (see Conduct Policy section of this catalog).
- Evaluative grades are not assigned for a laboratory section scheduled separately from the lecture section of a course. Laboratory grades are included in determining the grade for the course as a whole, and the grade of LC indicates only that the student was enrolled in a separately scheduled laboratory section.
- For BIO 151, BIO 152, BIO 153, BIO 163, and BIO 164, C (78%) is the lowest passing score. Where this grading policy applies, it is noted in the appropriate course descriptions. A student who fails the same allied health laboratory course twice must receive the approval of the program director in order to repeat the course.
- For some specialized courses, a grade of C (70%) is the minimum passing grade, and a grade of D does not apply. Please review the course syllabi to determine if this applies.
- For the nursing programs, the grade of D does not apply. The percentage equivalents for the grades of A, B, C, and F in these courses are as follows: A = 93-100%, B = 85-92%, C = 78-84%, F = below 78%. A student who fails any two nursing courses or the same nursing course twice is subject to dismissal from the program and must successfully appeal, in writing, to the Nursing Committee in order to continue or resume enrollment.

### **Explanation of Administrative Grades**

AU: Audit, indicating that the student has taken a course for no credit. Current students and graduates are permitted to audit courses on a space-available basis. Audited coursework awards no credit and cannot be converted to credit.

I: Incomplete, indicating that the student has demonstrated commitment to a course through quantity and quality of work and is passing the course, but because of unavoidable circumstances has been prevented from fulfilling all course requirements. An Incomplete must be requested by the student and approved by the instructor and the program director/dean of the department offering the course. Instructors will not assign an Incomplete simply because a student ceases attending class or submitting work.

K: Cancellation of enrollment, indicating that the student's enrollment in the College has been canceled for cause, as determined by the College.

LC: Laboratory/Clinical, indicating that the student has been enrolled in a laboratory or clinical section of a course. Transcripts issued before June 2014, may have an "L" in lieu of the "LC" grade.

LOA: Leave of Absence, indicating that the student has interrupted his or her attendance but is considered still enrolled under an approved leave of absence.

NS: No Show, indicating that the student's registration for a course has been canceled as a result of his or her failure to attend the course within the first two calendar weeks of the quarter.

PC: Proficiency Credit, indicating that the student has passed an approved examination or has otherwise demonstrated appropriate proficiency in a subject or discipline required in his or her program.

TC: Transfer Credit, indicating that the student has been granted credit for a course by having successfully completed a comparable or equivalent course at another appropriately accredited institution.

W: Withdrawal, indicating that the student has withdrawn from a course in progress.

WF: Withdrawal while failing, indicating that the student has withdrawn from a course after the seventh week of the quarter and was currently failing the course as of the date of withdrawal. Note: The College discontinued awarding this grade effective January 1, 2014. This grade may still be reflected on transcripts if earned in terms prior to January 1, 2014.

### **Grade-Point Average (GPA)**

The final grade assigned by an instructor at the end of a quarter is based on the student's academic achievement during the term. Each course grade is assigned a number of quality points per credit hour. A student's quarterly grade-point average (GPA) is determined by dividing the total number of these quality points by the total number of credits attempted during the quarter. The administrative grades AU, I, K, L, LOA, NS, PC, TC, W and WF do not affect the student's GPA.

## **Graduation and Other Distinctions**

### **Distinctions/Honors**

#### **Academic Honors**

The President's List, Deans' List and Director's List are quarterly recognitions of academic achievement.

- **President's List**  
Full-time students who earn a grade-point average of 4.0 in that quarter are named to the President's List. In order to qualify for these honors, a student must have completed at least 12 credit hours in the quarter for which the award is given. Certificate can be printed if desired. No monetary award.
- **Dean's List**  
Full-time students who have earned a grade-point average of at least 3.5 in that quarter are named to the Dean's List. In order to qualify for these honors, a student must have completed at least 12 credit hours in the quarter for which the award is given. Certificate can be printed if desired. No monetary award.
- **Director's List**  
Part-time students who have earned a grade-point average of at least 3.5 in that quarter are named to the Director's List. In order to qualify for this honor, a student must have completed at least 6 but fewer than 12 credit hours in the quarter for which the award is given. Certificate can be printed if desired. No monetary award.



### **Full-time Defined**

- Credit Hour Programs: Student must have been enrolled in and passed at least 12 credit hours of courses during the term.
- Clock Hour Programs: Student must have been enrolled in and passed at least four courses.

### **Attendance and Academic Honors**

Each quarter, students are recognized for their academic achievements, as earned. The recipient may request a certificate of distinction.

### **Excellence in Education – (previously known as the Academic Achievement Award)**

- **Full-time Students:** Full-time students who achieve a 4.0 grade-point average in a quarter, while maintaining perfect attendance\* and successfully completing at least 12 credit hours of coursework, in the quarter for which the award is given, will receive an award of \$150.
- **Part-time students:** Part-time students who achieve a 4.0 grade-point average in a quarter, while maintaining perfect attendance\* and successfully completing at least 8 credit hours of coursework, in the quarter for which the award is given, will receive an award of \$100.

\*Perfect attendance requires that the student does not miss any classes and does not arrive late to or leave early from any scheduled classes.

### **Please Note:**

- The monetary award does not apply to students who are in their last quarter or have graduated. However, the recipient can still request a certificate of distinction.
- This is the only Quarterly Academic Achievement Award with monetary value.
- The recipient will not receive a check or cash for this award. The funds, when earned, are credited to the student's Beckfield College student account and must be used for tuition, books or fees. The funds cannot be disbursed as a stipend.
- As an optional award, at the discretion of the College, the monetary award amount may change in amount or be removed.

### **Full-time Defined**

- Credit Hour Programs: Student must have been enrolled in and passed at least 12 credit hours of courses during the term.
- Clock Hour Programs: Student must have been enrolled in and passed at least four courses.

## **Graduation Information**

### **Graduation Eligibility**

To be eligible to graduate, a student must have:

1. Successfully completed all courses required for the credential sought,
  - a. Successfully completed each required program course with required minimum grade (e.g., core courses in Diagnostic Medical Sonography require a C (78%) grade).

- b.
2. Met the College's residency requirement,
  - a. Transfer students must earn at least 25% of the quarter credit hours required for the degree through instruction offered at Beckfield College.
3. Earned all credits required by his or her program within the maximum program length (1.5 times the number of credit hours in the program),
4. Completed program with a cumulative grade-point average (CGPA) of at least 2.00,
5. Completed an exit interview with the Office of Career Services,
6. Completed a loan exit interview with the Office of Student Financial Services, if applicable, and
7. Completed an exit interview with the Office of Career Services, if applicable.

### **Graduation Honors**

Because Beckfield College believes that academic excellence deserves recognition, it awards honors to outstanding graduates in each graduating class. A degree graduate whose cumulative grade-point average (CGPA) meets the following criteria is graduated with the honor indicated below:

#### Academic Honor Required CGPA

- |                   |           |
|-------------------|-----------|
| • Cum laude       | 3.50-3.74 |
| • Magna cum laude | 3.75-3.99 |
| • Summa cum laude | 4.00      |

### **Graduation Honor Society Award**

The Alpha Beta Kappa Honor Society Award will be earned by any graduate who has maintained at least a 3.75 cumulative grade-point average and exceptional attendance.

## **Online Programs**

### **Online Enrollment Requirements – Attendance**

Online students are expected to regularly and actively participate in each online course. Though students will normally not be required to connect at specific times or on specific days, they will be expected to participate each week and complete assignments by the due dates, as instructed. Attendance in online courses is recorded as it is on-ground courses.

Activities within each course that constitute active participation typically include:

- Attempting a quiz, examination, exercise, or other activity required by the instructor;
- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Making a substantial and relevant initial posting in an academic discussion forum;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Responding to another student's post in an academic discussion forum;
- Submitting an academic assignment; or
- Taking an assessment or an exam.

Online delivery normally includes such methods as online lectures, multimedia presentations, simulations, case studies, threaded discussions, text presentations, collaborative learning, research, and problem solving. These methods will vary from course to course. Online courses demand strong reading, writing, and reasoning skills.

Students may contact the Dean of Online Learning at the Florence campus by emailing [online@beckfield.edu](mailto:online@beckfield.edu) for more information, including additional policies and recommended technology specifications.

All college policies and procedures pertaining to curriculum, instruction, evaluation, attendance, and conduct apply to courses offered in the online format.

### **Online Enrollment Requirements - General**

Access to an online course requires that the student:

- has completed the orientation to online courses
- has reliable access to a computer and the Internet.

### **Online Enrollment Requirements - Hardware and Software**

Students entering any online program will be required to possess a Windows or Mac based laptop that complies with the technical requirements identified below. (For all other students, the items bulleted below are not required but will best support success in coursework at Beckfield.) Laptops unable to meet hardware and software requirements are not acceptable for use. Public computers, Chromebooks, tablets and smartphones will not suffice as a primary device.

- Processor: Intel i3-series (No AMD processors)
- RAM: Minimum 8GB; 16 GB preferred. Memory directly affects computer performance when running multiple applications at once.
- Hard Drive: Minimum 125GB Hard Drive. Free disk space is required for software installation and downloading books. Certain software components require installation for full functionality in online courses.
- Sound – Video Recording: Working speakers are required. Some courses will require a webcam and microphone, additionally. Course-specific technology requirements can be found in course syllabi.
- Microsoft Office: The web-based version of Office 365 will be provided to students, accessible via the College Computer Lab(s).
- Wireless Network, On Campus: When on campus, students have access to the Wi-Fi network Student. For best results in connecting, students should have an 802.11ac Wi-Fi adapter, or an 802.11n adapter with support for the 5 GHz frequency band. Student laptops are not permitted to be used on other Beckfield.
- Wi-Fi networks or the Beckfield wired (Ethernet) network.
- High-Speed Internet Connection, Off Campus: For online learning activities completed off campus, DSL or cable is strongly recommended. A direct connection to a modem/router is also recommended for the best results, when off campus. Dial up, Hot-spot and satellite internet connections will not suffice for all online learning activities.

- Plug-Ins: The most recent versions of the following plug-ins are required for use in Beckfield courses: Adobe Reader, JavaScript, Adobe Flash, Adobe Shockwave and Proctorio. Mac and Windows users can download Video Lan Client (VLC) to play Windows Media files. Uncheck any additional offers prior to updating or installing the plug-ins listed above.
- Operating System: Windows 10 or macOS 10.12 or newer.
- Virus Protection: Students are required to have current antivirus protection installed and running on their laptops.

For Windows 10 users Windows Defender is already installed. If you feel you need something more robust you can look at Sophos as an alternative.

For Mac users, Sophos is a highly regarded free antivirus program.

For malware concerns Malwarebytes is recommended for Windows and Mac users. It does not run in the background, so a scan should be initiated on a regular basis (e.g., daily/weekly/monthly) or if malware is suspected.

### **Online - Identity Verification and Protection**

Beckfield College is committed to protecting the integrity of all students' education and the security of their identity in the online learning environment. This commitment is demonstrated through careful methods and processes from the application for admission through graduation. These processes include but are not limited to secure transmission of application information and individual logins to our portal and learning management system.

#### **Process for verifying student identity:**

1. All new or returning students will receive unique login credentials to access our secure sites, including the portal and virtual classrooms. It is recommended that each student change their password immediately and use one that is both unique and meets minimum length and standard complexity requirements. It is expected that students will keep their login information confidential and not share it with anyone. The transmission of login credentials is secured using appropriate encryption technology when used at any of the College's online resources.
2. Online faculty design courses and activities that employ assignments and evaluations unique to the course and that support academic integrity.
3. Students receive the academic integrity policy at the beginning of every course and are required to acknowledge receipt and acceptance of what constitutes academic integrity and the consequences for violating the policy.
4. Students are not charged additional fees to cover the cost of identity verification.
5. Beckfield College takes the following steps to protect the identity of its students:
  - a. Student directory information, financial aid information, and data on academic progress are stored in a system separate from the portal and the virtual classrooms.
  - b. The College messaging system provides the means for contacting students and employees by name without accessing any personal information. Students may choose to block messages from other students in the learning management system.

- c. Passwords will only be reset for students who present a photo ID in person or, in the case of distance- learning students, identify themselves by providing personally identifiable Information previously collected by the College.

### **Online – Learning Assistance Services**

Beckfield College’s Learning Assistance Center (LAC) offers tutoring and study support services to all students, whether on-ground or online. Students with a course average below the passing mark will be referred to the LAC by their instructor or program director/dean for tutoring and academic support. The LAC Coordinator will remain in contact with at-risk students throughout the quarter to ensure that they are receiving the support they need to successfully complete their courses. In cases where the LAC Coordinator is unable to directly provide the necessary support because of specialized subject matter, she will identify an appropriate subject matter expert from among the faculty to assist the student. During the third week of each quarter, the LAC Coordinator will visit introductory and developmental courses to provide guidance on study skills, techniques and strategies.

Additional tutoring for online students is offered through the Learning Assistance Center, specifically the online café, which is available to distance-education students or students who are taking a distance-education class. The online café provides students with a place to complete their coursework and receive any assistance they may need. For technical support issues, the Learning House, Beckfield College’s third-party, online learning partner, provides technical assistance to both students and faculty twenty-four hours a day, seven days a week.

### **Student Location and Determination of Student Location**

The purpose of this policy is to ensure institutional compliance with the Department of Education’s regulations regarding Student Location and Determinations of a Student’s Location and ABHES standards. The College requires all employees to adhere to the following policy and procedures.

- The College must determine in which state a student is located while enrolled in a distance education or correspondence course and make such determinations consistently and apply them to all students.
- The College will, upon request, provide the Secretary of Education with written documentation of its determination of a student's location, including the basis for such determination.
- The College will make a determination of the state in which a student is located both at the time of the student’s initial enrollment in an educational program and upon formal receipt of information from the student that their location has changed.
- The College is required to make public whether a program will fulfill educational requirements for a specific professional licensure or certification required for employment in an occupation if the program is designed to or advertised as meeting such requirements.
- The College will be required to make public, for each state, whether the program did or did not meet such requirements, or whether the institution had not made such a determination.
- The College will provide direct disclosure to individual students in circumstances where an offered program has been determined not to meet or where the institution has not made a determination as to whether the program meets the education requirements for licensure in a

state where a prospective student was located, as well as to students currently enrolled in a program that ceased to meet such requirements.

The following items outline the basic procedures to be followed when determining a student's location while enrolled in the College's distance education programs.

- Students will receive an email at random times through CampusVue requesting to update to their home address while they are an active student.
- Students should respond to the email acknowledging their current home address.
- The confirmation will be saved in the student's e-file.
- If the student indicates there has been an update to their home address, the College will determine if the student's program of study still meets state licensure requirements in the student's new location (state of residence).

## Standards of Academic Progress (SAP)

The SAP policy below became effective April 24, 2024.

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) (quantitative measure) and the cumulative grade-point average (CGPA) (qualitative measure). These standards apply to all students without exception.

### **Quantitative Standards - Course Completion Rate (CCR)**

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).

### **Qualitative Standards - Cumulative Grade-Point Average (CGPA)**

The cumulative grade-point average (CGPA) is evaluated at the end of each quarter of enrollment to ensure that the student can complete their 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 (RN-BSN) degree-completion program 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 a good standing, a student must meet or exceed both the CCR and the CGPA standard at each evaluation point.

### Satisfactory Academic Progress - Credit Hour Programs

Students in clock-hour programs (e.g., Diploma in Medical Massage Therapy) should consult the policies in the “Clock-Hour Policies” section of this catalog.

<b>Minimum Standards of Academic Progress</b>				
<b>Diploma Programs</b>				
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

<b>Minimum Standards of Academic Progress</b>				
<b>Degree Programs</b>				
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 subsequent quarter	CCR:	67%	CGPA:	2.00

*\*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.*

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 their program director/dean for academic counseling. If the student is receiving federal financial assistance, the student 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 the student is under Academic Suspension. If the student is receiving federal financial assistance, the student 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, the student must submit a written appeal to their program director/dean. 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 their program director/dean. 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, the student must also submit to the Office of Student Financial Services a written appeal for reinstatement of eligibility. This appeal must include:

- A detailed explanation for the student's failure to meet the Standards of Academic Progress,
- Documentation of the circumstances which have obstructed his or her academic progress,
- The actions the student has taken to correct academic deficiencies, and
- 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 the student 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 the student 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:

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

- The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
- 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).
- The student's final appeal of any academic action has been denied.

### **Appeals – Credit Hour Programs**

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 – Credit Hour 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 – Credit Hour 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 – Credit Hour Programs**

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

- The student has failed to satisfy the terms of his or her Academic Improvement Plan.
- The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
- 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).
- 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 – Credit Hour 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.

**Maximum Time Frame for Completion (MTFC) – Credit Hour Programs** - All students must complete their program requirements within 150% of the credits it normally takes to complete the program. For example, a student must successfully complete a total of 90 credit hours in less than 135 total attempted credit hours ( $90 \times 150\% = 135$ ).

## **Notification – Credit Hour Programs**

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

## **Satisfactory Academic Progress – 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 Office of Student Financial Services.

**Maximum Time Frame for Completion (MTFC) - Clock-Hour Programs** - 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.

<b>Minimum Standards of Academic Progress Diploma in Medical Massage Therapy Program</b>				
<b>Academic Term/ Evaluation Point:</b>	<b>TERM 1</b>	<b>TERM 2</b>	<b>TERM 3</b>	<b>TERM 4</b>
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.*

### **Notification – Clock Hour Programs**

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

### **Warning Period – Clock Hour Programs**

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

### **Appeals – Clock Hour Programs**

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).

### **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.

### **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**

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.

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

- The student has failed to satisfy the terms of his or her Academic Improvement Plan.
- The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
- 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).
- 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.

## **Effects of Administrative Grades and Other Actions on Students' Academic Progress**

**Cancellation of Course Registration (NS):** A grade of NS (no show) indicates that the student has not attended a course during the first two calendar weeks of a quarter and that the student's registration for that course has been canceled. A grade of NS has no effect on a student's academic progress.

**Cancellation of Enrollment (K):** A grade of K indicates that the student's enrollment in the College has been canceled for cause, as determined by the College. A grade of K has no effect on a student's academic progress.

**Change of Program or Enrollment into a New Program:** When a student changes programs or a graduate re-enrolls for an additional credential, completed courses appropriate to the new program

are applied to that program, and the outcomes of all previous attempts of these courses affect the student's academic progress in the new program. Attempts of courses that do not apply to the new program remain recorded in the student's transcript but do not affect the student's progress in the new program. When all courses have been applied to the new program, the student must earn the credits remaining in the new program within 1.5 times the number of the credits remaining to complete the program (rounded down to the nearest whole number). A student may not change programs or enroll in a new program while under academic probation. A change of program does not affect a student's quarter of enrollment. The student will therefore be subject to the standards of progress applying to his or her current quarter of enrollment regardless of any change of program.

**Credits Transferred from Other Institutions (TC):** Transferred credits are treated as credit hours attempted and earned. Therefore, when transferred credits are applied to a student's program, the student's course completion rate is increased. A student's quarter of enrollment is not affected by transferred credits. The student is subject to those standards of progress applying to his or her actual quarter of enrollment in the College.

**Developmental Course:** Because developmental courses are provided as academic preparation in addition to the courses required by a student's program, grades received in these courses are not computed in determining a student's grade-point average, and the outcomes of the courses do not affect the student's academic progress. If a student is enrolled only in developmental courses in a quarter, that quarter will not be included in determining the student's academic progress. However, a student who has not passed a developmental course within three attempts of that course (one academic year) will no longer be eligible to receive federal financial assistance for the course.

**Disputed Grade:** In determining whether a student is meeting standards of academic progress, the College must consider the course grade currently on record when the standards are applied (see Grade Disputes above). If the student is currently under an Academic Plan and a change of grade results from the dispute, the student's Academic Plan may be revised to accommodate the amended grade.

**Incomplete (I):** An Incomplete indicates credit hours attempted but not yet earned. An unresolved Incomplete has no effect upon the student's grade-point average, but will negatively affect the student's course completion rate until the incomplete is resolved to a passing grade. A student suspended for failure to meet standards of academic progress must resolve any Incompletes before an academic plan may be developed.

**Leave of Absence (LOA):** An approved leave of absence does not affect a student's academic progress. If the leave commences during a quarter, that quarter will not be included in determining the student's academic progress, provided that the student fulfills the terms of the leave. However, a student who does not return by the conclusion of a leave will receive a grade of W in all courses in which the student was enrolled when the leave was granted, and the student's course completion rate will then be negatively affected.

**Proficiency Credit (PC):** Credits granted to a student through proof of proficiency count as credits attempted and earned in determining course completion but do not affect the student's grade-point average.

**Remediation Course:** Remediation plays a pivotal role in ensuring the success of students who may require additional time and support. By providing targeted assistance, remediation helps bridge gaps in knowledge and skills, fostering a more competent and confident workforce. This approach not only benefits the individual students but also enhances the overall quality of their profession. Therefore, it is crucial to support and invest in remediation efforts to cultivate future professionals. The new formal Beckfield College Student Success Remediation Program began in Winter term 2025. Each student who qualifies will be enrolled in the appropriate remediation course/s. The value of these remedial options is twofold: 1) Students receive additional support in a challenging area and this helps bridge existing knowledge gaps; and 2) a student who qualifies to participate in a 1 credit hour remedial course will not need to be withdrawn/dropped from school for a term/s and then go through the time-consuming reentry process.

**Repeated Course (R):** Any course not passed remains recorded in a student's transcript and is charged to the student as credit hours attempted but not earned, whether or not the student has subsequently repeated and passed the course.

**Withdrawal from a Course (W):** A grade of W indicates that a course was attempted but not completed as the result of a student's voluntary withdrawal or administrative withdrawal by the College (see ATTENDANCE and ADDING AND DROPPING COURSES). A grade of W carries no grade penalty and thus affects only the course completion rate.

## Student Military Policies

The College is committed to supporting our military-connected students in their pursuit of graduation. In alignment with the Principles of Excellence, signed in 2012, the College adheres to policies designed to facilitate timely graduation with minimal debt.

- **Enrollment Approval:** Military and veteran students will not be automatically enrolled in courses or programs. Students must approve their enrollment in each course individually.
- **Financial Aid:** All military and veteran students are encouraged to apply for federal and state financial aid through FAFSA.
- **Military Service Accommodations:** The College recognizes that students serving in the U.S. armed forces may be subject to military orders, including active duty, specialized training, or disaster relief, often with little notice. To support these students, the College has policies for both short- and long-term military service leaves of absence.
- **Program Approval:** All programs must be approved by our accrediting agency, ABHES, before enrolling students and by the State Approving Agency before student certification.
- **Program Information:** Details regarding required courses, completed credits, and estimated graduation timelines are available in the Program Information Section of the Catalog.
- **Support Contacts:** In addition to the Director of Student Financial Services, a Financial Aid Coordinator, and program director are available for financial and academic guidance. The Director of Student and International Services serves as the ADA coordinator to assist with disability issues if needed.

### Short-Term Leaves (<2 weeks)

Members of the Armed Forces and National Guard required to complete short military service may receive accommodation within their courses at the instructor's discretion.

- **Documentation:** Service members with military service lasting two weeks or less during a term should provide documentation of orders to the Director of Student Financial Services prior to the quarter starting or within one week of receipt of orders, whichever is later. The Director will share this information with the Registrar and the student's program director. The Program Director will collaborate with students and instructors to determine if the student can successfully complete the course.
- **Engagement:** To maintain previously agreed-upon accommodations, students must engage in their courses within one week of returning from service, contact the instructor, and make up missed assignments if applicable.

### Long-Term Leaves (≥2 weeks)

Members of the Armed Forces and National Guard required to suspend enrollment due to military service may re-enroll in their prior program upon returning, provided their cumulative leave of absence does not exceed five years. Servicemembers wishing to return after five years require permission from the Director of Student Financial Services and the President.

- **Documentation:** Service members with expected military service lasting two weeks or more must provide documentation of orders to the Director of Student Financial Services within one month of receipt (oral or written) or as soon as possible. This notice may be waived for military necessity. If advanced notice is not provided without military necessity, an attestation from an appropriate officer of the Armed Forces or Department of Defense official stating that service was performed will be required.
- **Registration:** Students should not register for an upcoming term if they expect to start service within that term. They must provide a notice of intent to return no later than three years after completing the period of service or two years after recovering from an illness or injury incurred during service. The five-year cumulative leave of absence still applies.
- **Re-enrollment:** Students will be re-enrolled in the next available term based on the date in the notice of intent to return. If the next term starts within 15 days, students may request to postpone returning for one quarter.
- **Communication:** While on leave, students must maintain communication with the Director of Student Financial Services every six months. The Director will reach out if no contact is made within five and a half months via email, phone, and text. If the military service end date changes, students must provide documentation of the change within one month.
- **Reactivation:** Upon returning, students will work with the Director of Student Financial Services, Registrar, and program director to reactivate enrollment in their previous program at the same academic status as when they left. Re-enrollment into a prior program version and catalog is subject to course and program availability. If a program is no longer available, a similar program will be offered if available. If a leave is taken in the first academic year of a program, the same tuition and fee charges as when the student left will apply unless military benefits cover the increase. For subsequent academic years or different programs, normal tuition and fees will apply.
- **Mid-Term Service:** If service requires leaving in the middle of a term, students should consider earning credit using an incomplete grade or withdrawing from the quarter. Assignment of incomplete grades is subject to the "Incomplete Grades" policy in the Catalog. Should a withdrawal be necessary, tuition charges will be reviewed by the Director of Student Financial Services after all applicable resources are applied. Lab fees and other miscellaneous charges are not subject to review.

- **Eligibility Termination:** A servicemember’s eligibility for readmission under this policy terminates if one of the following occurs:
  - Dishonorable or bad conduct discharge
  - Dismissal of a commissioned officer by general court-martial
  - Dropping of a commissioned officer from the rolls due to absence without authority for at least three months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a Federal or State penitentiary or correctional institution.

**Return of Military Tuition Assistance**

Military Tuition Assistance (TA) is awarded under the assumption that the student will attend school for the entire period for which assistance is awarded. When a student withdraws, they may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense policy, the College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based on when a student stops attending. These funds are returned to the appropriate military service branch. If tuition is reduced, leaving a credit from TA, all TA over the tuition on the account will be refunded. In instances where a service member stops attending due to a military service obligation, the College will work with the affected service member to identify solutions that will not result in student debt for the returned portion.

**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](http://www.beckfield.edu). No fee is charged for a transcript provided to a student upon the student’s graduation. Otherwise, a fee is charged for each official transcript issued (see Tuition and Fees section of this catalog). 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 Office of the Registrar:

<b>Record Retention Schedule</b>	
<b>Document Type</b>	<b>Retention Period</b>
Attendance Records	Permanent/CampusVue
Final Grade Reports	Permanent/CampusVue
Transcripts	Permanent/CampusVue
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.

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



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

## **POLICIES - NON-ACADEMIC**

### **Alcohol and Drug Policy**

In compliance with the Drug Free Schools and Communities Act Amendments of 1989, Beckfield College requires that no employee or student possess, consume, distribute, or be under the influence of any alcoholic beverage or legally prohibited substance while on college property or while attending any College-sponsored activity.

Persons who request assistance or counseling for a problem of abuse or addiction will be referred to local organizations and agencies through the College's confidential advisory assistance, Student Resource Services. However, the College will take appropriate disciplinary action, up to and including dismissal, against any employee or student found to be in violation of this policy. A student convicted under any federal or state law for possession or sale of illegal drugs while enrolled in the College will immediately lose eligibility for any federal Title IV financial assistance. The College will periodically notify students of its alcohol and drug abuse policies, including the consequences of abuse and the community services available to abusers.

### **Conduct Policy**

Students are expected to treat faculty, staff, and other students with respect and consideration and to comply with legal statutes and College policies. Disciplinary action will be taken in response to such offenses as:

- Abuse of College email privileges (see also College Email System section of Catalog)
- Attempting any of the actions above
- Deliberate damage to the College facilities or equipment
- Disorderly or obstructive behavior
- Disruption of classes or College-sponsored activities
- Facilitating cheating and complicity in cheating, including complicity by electronic means (see also Academic Integrity section of this catalog)
- Harassment, threats, intimidation, or physical violence
- Inducing or attempting to induce others to participate in any of the actions above
- Insubordination
- Manufacture, alteration, misrepresentation, or fraudulent use of college records, including student coursework or evaluations of coursework
- Possession or distribution of stolen property
- Possession or threatened use of weapons
- Profane, obscene, overtly sexual, disrespectful, vulgar, or insulting language, behavior, or display
- Purchase, possession, consumption, or distribution of prohibited substances
- Sexual harassment or stalking
- Theft or abuse of property



- Unauthorized occupation of facilities provided for the exclusive use of faculty or staff
- Unauthorized solicitation
- Unauthorized use of College facilities, equipment, or other resources
- Violation of any other published departmental or institutional policies
- Violation of copyright laws, including unauthorized downloading, file sharing, or distribution of copyrighted materials

In responding to misconduct, the Director of Student and International Services in concert with Executive Director of Accreditation, Compliance and Student Services will normally issue an oral or written warning, but for intolerable, persistent, or unlawful misconduct, the only appropriate outcome may be the student's immediate dismissal from a course, from his or her program, or from the College. An instructor may dismiss a student from the classroom for a class session. A program director/dean may dismiss the student permanently from a course. The Director of Student and International Services in concert with the Executive Director of Accreditation, Compliance and Student Services may dismiss the student from the College. A student dismissed from a course for misconduct will receive an F for that course. A student dismissed from his or her program or from the College for misconduct will receive an F for all courses in which the student is enrolled when the violation occurs or is discovered (unless discovery occurs after course grades have been recorded, in which case the recorded grade will stand).

Documentation of the misconduct will become part of the student's academic file, as will any response the student may wish to have filed on his or her behalf. A student dismissed from his or her program or from the College under this policy is not eligible for re-enrollment.

Beyond enforcing its own policies against misconduct, the College will report violations of civil or criminal statutes to authorities of the appropriate jurisdiction and may file charges against violators on its behalf.

## Student and Exchange Visitors Program (SEVP)

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

#### **Transfer to Beckfield College as an International Student**

If you are an international student currently in the U.S. and wish to transfer from another school, please review and follow the application requirements and checklist below:

#### **Application Checklist for International Students**

1. **Complete Beckfield College's Online Application Form.**  
All prospective students must submit an accurate and truthful application for admission.

Incomplete or misleading information may delay or jeopardize your application. If additional details are required, an admissions representative will contact you.

**2. Pay the Nonrefundable Application Fee of \$100.**

**3. Provide a Copy of the Following Documents:**

- F-1 Visa
- Passport
- I-94 Form

**4. Submit a Completed Transfer Request Form.**

Request your current school's adviser or DSO to complete the Transfer Request Form and submit it to Beckfield College.

**5. Provide Proof of Financial Support:**

**If you are self-paying:**

Submit an original bank statement issued within 45 days of your application date.

**If someone else is sponsoring you:**

- **U.S. Citizen or Resident Sponsor:** Provide an original Form I-134 (Affidavit of Support) and their original bank statement issued within 45 days.
- **Non-U.S. Citizen or Resident Sponsor:** Provide a notarized affidavit of support letter and their original bank statement issued within 45 days.

The bank statement must show sufficient funds to cover tuition, fees, and living expenses. Minimum funding requirements may vary depending on your program of interest.

**6. Submit Proof of High School Graduation:**

Provide a translated and evaluated copy of your high school diploma or complete Beckfield College's High School Attestation Form.

**7. Submit College/University Transcripts (if applicable):**

Transcripts from non-U.S. institutions must be translated and evaluated by an approved NACES agency. Beckfield College accepts course-by-course or general evaluations depending on your application needs. All associated costs are the responsibility of the student.

**8. Provide Copies of the Following Documents (if applicable):**

- All previous I-20 forms from U.S. schools
- Optional Practical Training (OPT) documents
- Social Security Number (SSN) card
- Marriage certificate (if married)
- Birth certificates for child dependents

**9. Complete an Entrance Placement Exam:**

Once all required documents are submitted and approved, applicants must complete the online or on-campus entrance placement exam.

## 10. Admissions Review:

After successfully passing the entrance exam, your application profile will be reviewed by Beckfield College's Student and International Services department (DSO) via Admissions Office. If accepted, you will receive an official letter of admission and can begin the enrollment process with your designated international Admissions Representative.

If you have any questions about the transfer process or need additional assistance, please contact the Beckfield College Director of Student and International Services.

## Visa Requirements for International Students at Beckfield College

### F-1 Visa

The F-1 visa is issued to non-immigrants entering the U.S. to pursue full-time academic studies in approved programs, including colleges, universities, and language training institute. This visa is granted by a U.S. embassy or consulate after a thorough interview process. Current F-1 visa holders may also transfer to Beckfield College. Upon completing the Beckfield College admissions process and paying the international application fee, the college will issue an I-20 form. Students must present the I-20, an acceptance letter from Beckfield College, and proof of financial support (e.g., affidavit of support and original bank statements) to a U.S. embassy or consulate in their home country.

Additionally, students must pay the \$350 SEVIS fee through the [SEVIS I-901 fee website](#) before their interview. To qualify for an F-1 visa, students must demonstrate sufficient family, social, or economic ties to their home country to ensure their return after completing their studies. **Passport Requirement:** At the time of application, passports must be valid for at least three years.

### F-2 Visa

Spouses and minor children of F-1 students may be eligible for an F-2 visa. If there are significant changes in the F-1 student's program, such as a new program, school transfer, or program extension, a new I-20 form is required for dependents.

### I-20 Form

The I-20, officially titled "Certificate of Eligibility for Non-Immigrant (F-1) Student Status – For Academic and Language Studies," provides detailed information about the student's academic plans, program duration, and financial support. A current I-20 is essential for maintaining F-1 status and serves as proof of legal residency in the U.S.

### Proof of Financial Support

Prospective students (applicants) must provide evidence of financial resources to cover tuition, fees, and living expenses while studying at Beckfield College. Proof may be provided as follows:

Self-Paying Students:

- Submit a bank statement in English, issued within 45 days of the application, showing sufficient funds.

Sponsored Students:

- U.S. Citizen/Resident Sponsor: Submit Form I-134 (Affidavit of Support), a bank statement, and an employer's letter verifying salary or prior-year federal tax returns.
- Non-U.S. Sponsor: Submit a notarized affidavit of support letter and bank statement in English.

## **Required Minimum Funds**

Financial requirements vary by program. Contact the Beckfield College Director of Student and International Services for specific amounts. Additional funds of \$4,000 per dependent are required for all programs.

## **Documentation Requirements**

- Affidavit of Support: Declaration of financial support for tuition and living expenses.
- Bank Statements: Must be in English or translated and notarized, showing sufficient balance.
- Transcripts: Official transcripts from high school, college, or university (translated and evaluated if international).

## **Useful Links**

<https://www.uscis.gov/>

<https://www.fmjfee.com/i901fee/index.html>

<https://www.state.gov/>

## **International Student Policies (ISP)**

The Designated School Official (DSO) is the Director of Student and International Services.

### **International Student Policies – Driver’s License**

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

### **International Student Policies - 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.

### **International Student Policies - F-1 Student Status – Maintaining It**

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 a minimum of 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.

### **International Student Policies - 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.

### **International Student Policies - 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 for 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.

### **International Student Policies - 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.

### **International Student Policies - 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 for 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.

### **International Student Policies - 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.

## **International Student Policies - CPT Maintaining 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.

## **International Student Policies - 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, the student 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.

## **International Student Policies - 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.

## **International Student Policies - 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. Transferring out requests takes 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.

## **International Student Policies - 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:

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

*End of International Student Policies (ISP) section.*

# **PRIVACY AND SAFETY**

## **Privacy and Security of Student Records**

Beckfield College maintains complete education records on each student's admission, funding, academic progress, conduct, and career employment. These records are retained after the student graduates, and each department follows its own policies and procedures governing how long and in what form these records are maintained.

Information not considered part of a student's education records includes, but may not be limited to:

- Confidential letters and recommendations
- Law-enforcement records
- Medical records unrelated to the student's enrollment status or to subsequent action by the College
- Records created and retained by faculty or staff solely as aids to memory, provided that these are not intentionally made accessible to others
- Records that include information about other students
- Records unrelated to the individual's status as a student, former student, or graduate of the College



- Financial information provided by the student's parents or others

## Family Educational Rights and Privacy Act (FERPA)

Education records are available for the student's review in accordance with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students have specific rights regarding the release of such records, and FERPA requires that institutions adhere strictly to these guidelines. In compliance with FERPA, the College guarantees to each student, former student, or graduate the following regarding his or her education records:

The right to demand that education records be disclosed only with the student's written consent. However, institutions are permitted by law to disclose information in education records, without student consent, to the following parties or under the following conditions:

To officials of the College who have a legitimate educational interest in the information. Such officials may include administrative, supervisory, academic, and staff personnel, as well as qualified persons contracted or retained by the College to provide appropriate legal or administrative services not performed by its employees in the normal course of their duties.

- To another institution to which a student is transferring upon the request of that institution
- To appropriate accrediting and licensing agencies in response to their requirements
- To appropriate institutional and public officials in cases of health and safety emergencies
- To appropriate parties in connection with a student's financial aid or other government benefits
- To comply with a judicial order or lawfully issued subpoena
- To legitimate organizations conducting certain studies for or on behalf of the College
- To specified authorized officials for audit or evaluation purposes
- To state and local authorities, within a juvenile justice system, pursuant to specific state law

The right to examine, within 30 days of a written request, his or her education records maintained by the College. In order to examine the records, the student, or graduate must submit the request to the Registrar and identify specifically which records the student wishes to examine. The Registrar will arrange a time and place for this examination. The student or graduate must present identification in order to review his or her records. If the student's or graduate's residence is so distant from the College that an on-site examination is not practical, the College will mail copies of the records requested. A fee applies to all copies provided.

The right to request, in writing, that the College correct education records which the student believes to be inaccurate, misleading, or in violation of his or her privacy rights under FERPA. The request must be addressed to the Registrar or Assistant Registrar, must identify the part of the record the student wishes to have amended and must specify why the record should be amended. The Registrar will notify the person responsible for the record. If the College decides not to amend the record, the student will receive written notification of that decision. The notification will include the procedure for a hearing, should the student request one.

The right to file complaints against the College for disclosing records in violation of FERPA.

Complaints and questions regarding the student's rights under FERPA may be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202.

Subject to the exceptions under number 1 above, information which will not be released without the student's written consent includes the student's:

- Academic history or transcript
- Academic standing or progress
- Attendance record
- Course schedule
- Degree audit
- Grade-point average (current or cumulative)
- Grades, in whatever form these are reported or recorded
- Social Security number or College assigned student identification number

Though the College will normally require the written consent of a student in order to release information from the student's education records, the College may disclose, without a student's consent, such "directory information" as the student's:

- Credentials and awards earned
- Dates of attendance
- Most recently attended institution
- Name, address, telephone number, and College-assigned email address
- Participation in recognized organizations and activities
- Program and enrollment status (full-time or part-time)

The College will periodically notify students about directory information and allow students up to 30 days after notification to request that some or all of that information not be disclosed. Students may request that the College not disclose directory information in writing on a form available in the Registrar's Office.

### **Online - Identity Verification and Protection**

Beckfield College is committed to protecting the integrity of all students' education and the security of their identity in the online learning environment. This commitment is demonstrated through careful methods and processes from the application for admission through graduation. These processes include but are not limited to secure transmission of application information and individual logins to our portal and learning management system (See the Online Programs Section of this catalog for more details).

## **Safety and Security**

### **Campus Security**

The primary objective of the College's security policies and procedures is to promote a partnership among students, faculty, and staff in remaining watchful for threats, and the opportunities for threats, to persons and property. To provide both access and safety, College buildings have more entrances and exits than do most private enterprises. When unoccupied, the many classrooms, laboratories, and

offices may appear very inviting to a person ready to seize an opportunity. When unattended, personal property may be stolen, even if others are present but preoccupied. For these and other reasons, all members of the Beckfield College community are asked to remain vigilant for their own security and the security of others.

To ensure their personal security and that of their property, students and employees should:

- avoid leaving personal property unattended
- avoid unlocking or propping open locked exterior doors
- be familiar with and aware of their surroundings while walking to and from class, especially at night
- check their College email daily for alerts and announcements pertaining to safety and security
- comply with requests by College personnel that pertain to security measures
- familiarize themselves with emergency exit routes and evacuation procedures
- follow all published and posted emergency instructions and procedures
- lock their vehicles and conceal those items left in vehicles that could attract theft
- report any suspicious activity to the receptionist, who will notify appropriate personnel

In the event of an injury or a potential or actual criminal act, an incident report must be completed as soon as possible. Report forms are available at the reception desk and should be returned to the receptionist when completed.

### **General Statement of Liability**

The College assumes no responsibility for, and does not offer replacement or indemnification of, personal belongings that are lost or stolen while on college-owned or controlled property. This policy also applies to curricular or extracurricular events sponsored, co-sponsored, or endorsed by the College. Individuals are responsible for taking necessary precautions to safeguard their personal belongings. Additionally, the College is not liable for any loss or damage to personal vehicles parked on property owned or controlled by the College, including incidents of vandalism, theft, or damage resulting from the actions of others.

### **Imminent Danger**

The College acknowledges the potential for emergency situations that may present varying levels of imminent danger. In such circumstances, the College affirms the right of students and staff to protect themselves and others from unreasonable risk and imminent danger.

Should such behavior or situations arise and College employees are unable to manage the situation, civil authority is vested in the administration of the College. If an administrative official is not available, students and staff are advised to contact local authorities to address and report the situation.

### **Injury/Illness Policy**

The College is dedicated to maintaining a safe and secure educational environment. This commitment includes implementing measures to minimize the risk of injury and illness for faculty, staff, students, and guests. However, recognizing that accidents may occasionally occur, this policy outlines the institution's responsibilities and procedures in response to incidents of injury or illness.

Students are strongly encouraged to maintain private health insurance and to carry their health insurance identification card at all times. Additionally, medical programs may require health and/or liability insurance to comply with programmatic regulations. The College does not function as an insurer nor provide medical coverage for illnesses or injuries sustained on College premises or during events and activities.

### **Student I.D. Cards**

Student I.D. cards are issued at the time of matriculation into the College and are mandatory for all students and employees to wear. The Student I.D. card grants access to college-sponsored activities and is required for checking out library materials. Wearing the I.D. card at all times enhances campus security by ensuring that only authorized individuals can access the college facilities and events. This practice helps to maintain a safe and secure environment for all students, faculty, and staff. Please note that there will be a fee for replacing lost or damaged I.D. cards.

### **Student Rights and Responsibilities**

The College encourages each student to actively contribute to the cultivation of a responsible and intellectually vibrant community. Upholding high standards of personal conduct, the College expects students to maintain integrity through self-discipline. The College enforces only those rules and regulations essential for the orderly, harmonious, and beneficial operation of the entire community. Consequently, each student must respect the rights of others and comply with both the spirit and the letter of the College's regulations, as well as the laws of the community, state, and nation.

Outlined below are the rights afforded to every student at the College:

- Every student has the right to a campus environment characterized by safety and order.
- Every student has the right to a campus environment free from discrimination, harassment, and/or sexual misconduct.
- Every student has the right to a fair and impartial academic evaluation.
- Every student has the right to access the services of faculty, administrative officers, and referral programs of the institution without regard to race, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, religion, age, disability, genetic information, or veteran status.
- Registered student organizations may invite and listen to speakers, provided the speakers align with the stated purpose of the group.
- State and federal laws confer upon each student the right to have the institution maintain and protect the confidential status of certain records.
- Students involved in college-sponsored groups have the right to use campus facilities, provided the facilities are used for a stated purpose on behalf of the organization and in accordance with institutional regulations.

## **Emergency Evacuation Procedures**

Beckfield College details emergency evacuation procedures for the Florence campus in the Annual Security Report (ASR) published each year and posted to the “Student Consumer Information” section of the College website: <http://www.beckfield.edu/about-us/student-consumer-information/>. Beckfield College conducts regular drills for the safety of students and staff and to ensure that in the event of an emergency, everyone knows what to do.

The Dean of Nursing has the authority and responsibility to determine responsibility for nursing student safety in health-related incidents both on and off campus.

## The Jeanne Clery Act

The Jeanne Clery Act is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Its full name, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

### Requirements for Colleges

Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics, including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires that schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the Internet if required recipients are notified and provided exact information regarding the on-line location of the report. Paper copies of the ASR are available upon request. All crime statistics must be provided to the U.S. Department of Education.

Have a public crime log. Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours, remain open for 60 days and, subsequently, made available within two business days upon request.

Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made): liquor law violations, drug law violations, and illegal weapons possession.

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime: larceny / theft, simple assault, intimidation, and destruction / damage / vandalism of property.

Issue timely warnings about Clery Act crimes that pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes an institution is required to report and

include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

Devise an emergency response, notification and testing policy. Institutions are required to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (e.g., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public. (Beckfield College does not provide on-campus housing to students.)

Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it’s believed that student has been missing for 24 hours. (Beckfield College does not provide on-campus housing to students).

### **The Michael Minger Act**

The Michael Minger Act is a Kentucky state law mandating that public colleges and universities, as well as private institutions licensed by the Kentucky Council on Postsecondary Education (KCPE), report campus crimes to their employees, students, and the public in a timely manner.

To view Beckfield College’s Annual Security Report, visit the Student Consumer Information section of the College website: <http://www.beckfield.edu/about-us/student-consumer-information/>

## **Visitors**

All visitors to the college campus who are not current students or employees of the College must register at the reception desk, must enter the name of the person or persons with whom they have business, and must wait at the front desk area until met by that employee.

Children (anyone under the age of 16) must be registered at the reception desk and must be continuously supervised by a parent or guardian while on college property. Children are not permitted in the library, classrooms, testing areas, or laboratories without authorization. They must never be unattended.

Adult guests are permitted in classrooms or laboratories only with the instructor’s approval. Pets (as opposed to registered service animals) are not permitted in the buildings. The College’s computers, copiers, and other educational and business equipment are restricted for use only by students, faculty, and staff. No student will be summoned at any visitor’s request except in the case of a genuine emergency requiring the immediate notification of the student. All employees of the College are authorized to refuse access to the facility to any person who does not provide identification and

sufficient reason for his or her presence, and anyone who interferes with the academic or business activities of the College will be required to leave the premises.

## **RULES AND REGULATIONS**

Beckfield College expects all students, faculty and staff to adhere to all rules that may be applicable to its program offerings. Certain regulatory entities provide specific guidance regarding students performing clinical assignments, lab exercises, externship, and coursework. Students in certain programs such as nursing, allied health and dental assisting may be subject to OSHA, HIPAA, Radiology and other rules/regulations. Please refer to any program-specific handbooks (School of Nursing Handbook) or documents that provide guidance concerning rules/regulations specific to that program. Students in the Medical Assisting program should refer to the NSC Bloodborne & Airborne Pathogens Workbook published by the National Safety Council. This workbook is a required book for specific courses. Any student who needs more information concerning rules applicable to their program of study should contact the program director/dean of the program. Violations may be reported to the program director/dean and/or the Office of Accreditation, Compliance and Student Services at [compliance@beckfield.edu](mailto:compliance@beckfield.edu).

## **STUDENT RESOURCES AND SERVICES**

Beckfield College offers assistance to students in order that they may be successful in completing their courses, as well as in completing their programs. The services provided include orientation, coordination of academic assistance, and coordination with community resources and counseling services. Students participate in many events celebrating academic success, including Student / Faculty Appreciation Days and commencement ceremonies.

Types of Services and Resources:

- Academic performance
- Alcohol and substance abuse
- Balancing college and life
- Depression
- Managing stress
- Staying focused and motivated
- Time management

Students requiring this assistance may contact the Director of Student and International Services. In addition, students and graduates may contact the Dean of Career Services for employment-related assistance.

### **Career Services**

The success of Beckfield College graduates is our most important objective. From enrollment to graduation, our primary focus is on educating and preparing Beckfield College students for their employability and ultimate success in the professional world.



To ensure that each graduating student has an opportunity to acquire suitable career employment, the Office of Career Services at Beckfield College collaborates with employers in an effort to grow and maintain current employer contact files, which is a key part of student assistance. This ongoing collaboration with targeted employers and a focus on success has led to the ability of Beckfield College Career Services to consistently assist graduates in locating employment opportunities in positions that match their field of study.



The Office of Career Services coordinates or hosts a number of career-related seminars covering topics, such as resume preparation, interviewing skills, and networking. Participation in the seminars is voluntary, but all students are encouraged to attend as many of these sessions as possible. Other scheduled activities that are beneficial to students and graduates include career days, employer visits, and job fairs.

Eligibility for licensure and employment as a Licensed Practical Nurse or Registered Nurse requires that graduates of the diploma and associate degree programs in nursing pass the National Council Licensure Examination (NCLEX-PN or NCLEX-RN). Graduates of the Medical Massage Therapy program must pass the appropriate state licensure examination in order to apply for licensure in therapeutic massage. Graduates from Diagnostic Medical Sonography must pass the appropriate state licensure examination to increase opportunities of employment.

As part of the employment eligibility process, many employers and licensing agencies conduct background checks and/or drug screens on applicants. Depending on the results of these inquiries, students/graduates may be deemed ineligible for clinical courses, career employment, externships, or access to professional licensure or certification required for employment.

Although Beckfield College provides these services through our Career Services Department, the College does not guarantee career placement or eventual salaries to students or graduates. All graduates of Beckfield College have access to Career Services. General information pertaining to graduate employment may be obtained from the Office of Career Services. Students and graduates are expected to take the initiative in pursuing the employment process and to cooperate with the Dean of Career Services.

## College Communication System

### College Email System

All enrolled students receive a Beckfield College email account. To ensure effective and secure communication, students should only use their Beckfield email in communicating with faculty and



staff. The College email system may detect, and filter emails sent from personal accounts, and communications from personal accounts may therefore not be received by employees of the College.

Important announcements will also be sent to students through the College's email system, and students should check their Beckfield College email at least daily, especially when classes are in session. Students are responsible for the content of all emails sent from their accounts and must take care that these communications do not violate the College's policy on conduct (see Conduct Section of this catalog). Students may be held legally liable for sending or forwarding emails or attachments that contain:

- Libelous, defamatory, racist, threatening, obscene, or other offensive content
- Confidential or protected information
- Content protected by copyright

### **SMS Text Messaging**

The College communicates with the campus community through various channels, including phone calls, emails, mobile applications, and printed materials such as flyers. To enhance this communication strategy, the College also sends text messages to applicants, enrolled students, graduates, and former students. These messages are intended to provide important updates and facilitate communication from various departments, including but not limited to Admissions, Career Services, Faculty, Registrar, Student Financial Services, and Student Services.

Text messaging/SMS is a key component of the College's communication strategy, ensuring timely and relevant information reaches the intended recipients. Students may opt-out of receiving text messages at any time by replying "STOP" to unsubscribe. This text messaging policy applies to any College-affiliated individual authorized to send text messages to groups of constituents regarding college-related matters.

## **Learning Assistance Center (LAC)**

Beckfield College's Learning Assistance Center (LAC) offers tutoring and study support services to all students, whether on-ground or online. Students with a course average below the passing mark may be referred to the LAC by their instructor, program director/dean tutoring and academic support. The LAC Coordinator will remain in contact with at-risk students throughout the quarter to ensure that they are receiving the support they need to successfully complete their courses. In cases where the LAC Coordinator is unable to directly provide the necessary support because of specialized subject matter, she will identify an appropriate subject matter expert from among the faculty or student tutors to assist the student. During the first half of each quarter, the LAC Coordinator will visit introductory courses to provide guidance on study skills, techniques and strategies. Additional tutoring for online students is offered through the Learning Assistance Center.

## Library Facility and Library Support Services

The purpose of the College library is to support instruction and learning through collaboration with faculty, maintenance of a carefully selected collection that addresses the needs of all programs, and provision of instruction and guidance in the appropriate use of those resources.

The library provides a quiet place for students to study individually or to work in groups. Computers are available with Internet access and Microsoft Office programs, as well as a printer and copier for student use. Faculty members who wish to use the library for instruction should schedule their visit with the Librarian. All library users are expected to conduct their activities with consideration for other users. Because library hours may vary from quarter-to-quarter due to course time offerings, hours are posted.



Because library hours may vary from quarter-to-quarter due to course time offerings, hours are posted.

### **Borrowing Privileges**

Students may check out books for two weeks and audio-visual materials for five (5) days. There is no limit on the number of items that may be checked out or renewed.

### **Assistance with Research – On campus and Online**

A professional librarian at the campus is available to help with research and other assignments Monday through Friday. Research assistance includes help in:

- finding resources online from databases or Internet sites,
- finding print resources, and
- finding resources at other libraries.

The library also provides resources on study, research, and writing skills. Hours of operation are posted quarterly.

The Beckfield College libraries are accessible to distance learners through Beckfield's learning management system and through the library's portal page. Librarians provide research and library instruction through the learning management system and are available to all distance learners by phone or email.

### **Borrowing Privileges**

Students may check out books for two weeks and audio-visual materials for five days. There is no limit on the number of items that may be checked out or renewed.

## Digital Resources

- Business
- Health & Medicine History

- Literature & Language Science & Technology
- Opposing Viewpoints in Context
- ProQuest Central
- Social Sciences
- This resource includes databases in the following areas: The Arts

This database collects news articles, journals, statistical information, and multi-media resources covering recent, popular, and controversial subjects. It includes sections on:

- Business & Economics Health & Medicine Energy & the Environment
- Science, Technology & Ethics Society & Culture
- War & Diplomacy

### **Ebrary**

Ebrary is a database of over 100,000 eBooks. It offers collections in the fields of:

- **Arts and Humanities:** art, music, literature, composition, speech, logic, philosophy, etc.
- **Mathematical Disciplines:** algebra, geometry, trigonometry, calculus, statistics, etc.
- **Natural and Physical Sciences:** chemistry, biology, ecology, physics, physical anthropology, geology, physical geography, astronomy, etc.
- **Social and Behavioral Sciences:** sociology, psychology, political science, history, economics, cultural anthropology, cultural geography, etc.

### **Gale's Nursing & Allied Health**

This database provides nursing students, physician's assistant students, and researchers in the allied health fields with over ten million articles with an emphasis on full text articles cited in CINAHL.

### **LexisNexis Academic**

LexisNexis Academic contains many full-text resources including domestic and foreign newspapers and other news sources covering general topics, companies, industries, government, politics, tax, health, and law.

### **Nursing Resource Center**

Gale's Nursing Resource Center is a comprehensive resource designed to match the nursing process. It provides disease overviews, assessments, diagnostic support, intervention procedures and skills, drug encyclopedias, care plans, illustrations, videos, and more. It indexes more than 1000 nursing and medical journals.

## **Holdings**

The libraries maintain collections of printed resources and a growing selection of audio-visual resources. Students also have access to over 100,000 electronic reference books and access to six major research databases that include millions of articles to assist them in their research. Most of the electronic resources can be accessed off-campus, permitting students to do research from home. The College's membership in the Southwestern Ohio and Neighboring Libraries Consortium permits students to borrow materials and access online resources from more than 70 public and private

libraries in the Greater Cincinnati area. Students and faculty are strongly encouraged to make recommendations to enhance the libraries' collections and online resources.

### **Archived Periodicals**

- American Journal of Nursing (2011 – 2015) Bloomberg Business Week (2011 – 2015)
- Cincinnati Magazine (2013 – 2015)
- CMA Today (2009 – 2012)
- Harvard Business Review (2010 – 2013)
- New England Journal of Medicine (2010 – 2011) Newsweek (2011 – 2012)
- Nursing 2011 – 2013
- Nursing Science Quarterly (2005 – 2010)
- Paralegal Today (2009 – 2015)
- Police (2012 – 2015)
- RDH (2012 – 2013)
- Miscellaneous periodicals in the business and nursing fields

### **Uncatalogued Holdings**

- ATI Nursing Study Materials
- RN Adult Medical Surgical Nursing (1 copy) PN Adult Medical Surgical Nursing (2 copies) RN Pharmacology for Nursing (2 copies)
- PN Pharmacology for Nursing (2 copies) RN Community Health Nursing (12 copies) RN Mental Health Nursing (6 copies)
- PN Mental Health Nursing (9 copies)
- RN Maternal Newborn Nursing (6 copies) PN Maternal Newborn Nursing (2 copies) Fundamentals for Nursing (14 copies)
- Nursing Leadership and Management (10 copies)
- Nutrition for Nursing (16 copies)
- Ready-Set-PN: Preparing for the NCLEX-PN (6 copies)

## **School Building - Closings and Delays**

If severe weather or other emergencies require a cancellation or delay of operations, notification will be provided through the College email system, Facebook, Canvas (learning management system), and local television stations. If possible, announcements will be made no later than two hours before the start of any classes affected. Online classes are not affected by weather-related closings and delays.

## Student Organizations

The College encourages and supports student organizations whose activities promote appropriate educational or social objectives. Students who wish to form an organization must first present their proposal to their program director/dean. The proposal must include the name and purpose of the organization, the names and titles of its officers, and the nature and objectives of its planned activities. If approved by the program director/dean, the proposal will be submitted for the approval of the Director of Student and International Services. If the organization is approved, it must be accepted under the voluntary supervision of a faculty or staff advisor, who will approve and monitor each of its activities.



## Students Requesting Accommodations/Disability Services

The College complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. It is the College's policy to provide reasonable accommodation to a student who has an identified disability and is otherwise qualified to fulfill the requirements of his or her program. "Otherwise qualified" means that the applicant or student has the ability to meet program requirements regardless of his or her disability. An applicant or student who requests an accommodation will be referred to the Director of Student and International Services, who will work in cooperation with the appropriate academic departments and the Executive Director of Accreditation, Compliance and Student Services of the College in designing a reasonable accommodation. The College cannot assure that any accommodation will be immediately available for an applicant who fails to disclose an identified disability during the enrollment process or fails to provide reliable documentation of that disability.

Except in the case of a visible or otherwise obvious disability, it is the responsibility of the applicant or student who requires accommodation to identify self as an individual with a disability and to provide current medical, psychological, educational, or other professional verification of the disability that describes the nature of the disability, the resulting functional limitations, and the need for special accommodations, as these would apply in a collegiate educational environment. Verification must be dated within the three years preceding the student's date of enrollment. Information pertaining to an applicant's or student's disability will be shared only among those officials who have an educational interest in that information. An elementary or high school Individualized Education Plan (IEP) is not appropriate as verification of the need for educational accommodations at the collegiate/post-secondary level.

In addressing the needs of a student with an identified disability, the College will:

- Encourage the student to offer recommendations for selection and application of special measures.
- Provide special measures with due consideration for the student's feelings, dignity, and privacy.

- Strive to minimize the student's disadvantage, not to provide an advantage over other students.
- Hold the student accountable for meeting academic objectives, once measures are in place.

**504 Coordinator:**

Cortney Tudor, Director of Student and International Services  
 Beckfield College, LLC  
 Main: 859-371-9393 / Fax: 859-746-8111  
[ctudor@beckfield.edu](mailto:ctudor@beckfield.edu)

**Request for Disability Accommodation Procedure**

**Step 1:** Locate 504 ADA Student Coordinator by contacting the Director of Student and International Services. If unavailable, contact the Learning Assistance Center Coordinator or program director/dean.

**Step 2:** Schedule a meeting with your 504 ADA Student Coordinator to provide documentation of your disability and to complete the appropriate paperwork. (*Request for Disability Accommodation Form*)

**Step 3:** The 504 ADA Student Coordinator, in concert with the Executive Director of Accreditation, Compliance and Student Services, ensures that the appropriate paperwork is completed; confers with the student on what accommodation the student is requesting; and validates the documentation from a medical professional as to the student's disability.

The process of review depends in part on the nature of the student's disability. A determination of eligibility will be made by the 504 ADA Student Coordinator, in concert with the Executive Director of Accreditation, Compliance and Student Services. They may (if necessary) confer with outside professionals including, but not necessarily, the student's instructor/s. If the student is found to be eligible for services, they will decide which, if any, will be granted. Decisions regarding accommodations are made on a case-by-case basis. There is no standard accommodation for any particular disability. Each category of need has its own documentation standards and, in some cases, forms.

**Step 4:** If student's request for accommodation is APPROVED, the Executive Director of Accreditation, Compliance and Student Services generates a Letter of Accommodation which documents what accommodations have been granted. You are responsible for promptly collecting this letter and presenting it to the faculty. The Letter of Accommodation must be presented to faculty at the beginning of the term (NOTE: Steps 1-4 may take up to 10 days. You are encouraged to initiate this process well before the start of term.)

If a student is approved for accommodations in the middle of the term, you are strongly encouraged to pick up the Letter of Accommodation as soon as it is ready and immediately deliver it to relevant faculty members.

If a student has been approved for accommodations and later withdraw from the College, the student must submit another request to the 504 ADA Student Coordinator each time the student reenters/reenrolls.

If the student's requested accommodations are not approved, the student is encouraged to meet with the 504 ADA Student Coordinator to discuss the reasons for the denial. The Coordinator may discuss further documentation that is required for review or you may submit a complaint using the complaint procedure listed in the Beckfield College Catalog.



## Students Who Speak English as a Second Language (ESL)

Students for whom English is a recently learned second language may receive additional time with proper documentation. An applicant or student who requests additional time for ESL will be referred to the Director of Student and International Services, who will work in cooperation with the appropriate academic departments of the College to design a reasonable plan. Verification of need for support must be provided to the Director of Student and International Services and will only be shared among those College officials who have an educational interest in that information. ESL students may request additional time for in-class quizzes, tests, and midterm and final examinations. These students should note that the College does not provide English translation assistance from their native language.

## Textbooks

Textbooks and other required instructional materials are available for student purchase through the College bookstore. The College Bookstore is fully online and available to all students through our web access. The online bookstore offers new, used, and rental versions of required textbooks. Publishers' information and pricing are available for students who may prefer to purchase their textbooks through sources other than the College bookstore. However, students who obtain textbooks from other sources bear the consequences of acquiring the wrong textbooks or other course materials. Students are responsible for the cost of replacing items lost or damaged after purchase.

## Title IX of the Education Amendments of 1972

### **Title IX Statement**

Beckfield College does not discriminate on the basis of race, color, sex, sexual orientation, age, disability, national, or ethnic origin, or religious belief as to the admission or other treatment of its students, prospective students, employees, or prospective employees.

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

### **Title IX Coordinator**

Beckfield College's Title IX coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus communities. Questions regarding the application of Title IX and the school's compliance with it should be directed to the Title IX coordinator, whose contact information is available below. Students who wish to make a report of sexual misconduct affecting the campus community should follow the student complaint procedure published in the academic catalog/below.

#### **Title IX Coordinator:**

Dr. Terri Pullen

Executive Director of Accreditation, Compliance, and Student Services  
Beckfield College, LLC

Main: 859-371-9393 / Fax: 859-746-8111

[tpullen@beckfield.edu](mailto:tpullen@beckfield.edu)

### **Title IX Unacceptable Conduct – Defined – Sexual Harassment**

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is an explicit or implicit condition of employment, or of evaluation or advancement of a student; or
- submission to or rejection of such conduct is used as the basis for an employment, evaluation, or advancement decision; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Further, it is a violation of this Policy for:

- Any person to knowingly or recklessly make a false complaint of sexual harassment against any person;
- Any person to give false information regarding a sexual harassment complaint;
- Any person to retaliate in any way against a person who made a sexual harassment complaint in good faith or against a person who testified, assisted or participated in an investigation of sexual harassment; or
- Any Beckfield College administrator, supervisor, manager, or faculty member to fail to report evidence of known sexual harassment as provided in this policy.

If Beckfield College is made aware an occasion of sexual harassment or sexual violence that creates a hostile environment, the college will take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.

Please Note: Even if a student or his or her parent does not want to file a complaint, or does not request that the college take any action on the student's behalf, the College will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation as appropriate, if the college knows or reasonably should know about possible sexual harassment or sexual violence,

Even if a criminal investigation is warranted to investigate allegations of sexual harassment or sexual violence, the college will still investigate independently and attempt to resolve complaints promptly and equitably.

All inquiries concerning Title IX should be referred to the college's Title IX coordinator noted above. The Title IX Coordinator's responsibilities include overseeing all complaints of sex discrimination, identifying, and addressing any patterns or systemic problems that arise during the review of such complaints.

*Use of the term "sexual harassment" throughout this document includes sexual violence unless otherwise noted.*



## **Title IX Training Used by Beckfield College**

The Thompson Coburn Title IX Training Series is designed to provide foundational training to those individuals who will help to administer this required process, including Title IX coordinators, investigators, adjudicators, advisors, appeal officers, and individuals responsible for managing informal resolutions. There are a total of six modules available. They may be located at:

<https://www.thompsoncoburn.com/insights/thompson-coburn-releases-free-title-ix-training-series-for-institutions-of-higher-education-102jin9/>

### **Module 1 - Introduction to Managing Title IX Sexual Harassment on Campus**

“In the Fundamentals of the Law module, Scott Goldschmidt and Aaron Lacey provide an overview of the new Title IX rule. Starting with a background and history of Title IX, the module details key definitions, elements of a sufficient response to “Title IX sexual harassment,” interim and supportive measures, and recordkeeping requirements.” The introduction is Module 1. There are a total of six modules available. They may be located at:

<https://www.thompsoncoburn.com/insights/thompson-coburn-releases-free-title-ix-training-series-for-institutions-of-higher-education-102jin9/>

### **Module 2 - Title IX Unacceptable Conduct – Formal Complaint**

“In the Formal Complaints module, Scott Goldschmidt and Aaron Lacey discuss the new regulation’s framework for formal complaints of Title IX sexual harassment. The module details the ten core requirements for a formal complaint process and explains the requirements regarding dismissals and consolidation of complaints.” Module 2 may be located at:

<https://www.thompsoncoburn.com/insights/thompson-coburn-releases-free-title-ix-training-series-for-institutions-of-higher-education-102jin9/>

### **Module 3 - Title IX Investigations & Informal Resolutions**

“In the Investigations and Informal Resolutions module, Susan Lorenc, Scott Goldschmidt, and Aaron Lacey explain the new regulation’s requirements for investigations of formal complaints of Title IX sexual harassment. The module explores key concepts, notice requirements, confidentiality, evidence, serving impartially, issues of relevance, interviews, credibility determinations, collection and review of documentation and writing investigative reports. The module also explains the regulation’s requirements regarding informal resolutions.” Module 3 may be located at:

<https://www.thompsoncoburn.com/insights/thompson-coburn-releases-free-title-ix-training-series-for-institutions-of-higher-education-102jin9/>

### **Module 4 – Title IX Hearings**

“In the Hearings module, Retired Judge Booker Shaw, Scott Goldschmidt, and Aaron Lacey, discuss the new regulation’s hearing requirements for formal complaints of Title IX sexual harassment. The module delves into key concepts, the live hearing requirement, advisors, managing cross-examination, relevance, credibility, burden of proof, evidence and legal privileges.” Module 4 may be located at:

<https://www.thompsoncoburn.com/insights/thompson-coburn-releases-free-title-ix-training-series-for-institutions-of-higher-education-102jin9/>

## **Module 5 – Title IX Determinations**

“In the Determinations module, Susan Lorenc, Scott Goldschmidt, and Aaron Lacey explore the new regulation’s requirements for written determinations of responsibility following a hearing. The module covers key concepts, the format and content of determinations, organizing facts and thoughts, excluding facts in evidence, weighing facts under applicable evidentiary standards, types of evidence, effective deliberations and writing a defensible determination.” Module 5 may be located at:

<https://www.thompsoncoburn.com/insights/thompson-coburn-releases-free-title-ix-training-series-for-institutions-of-higher-education-102jin9/>

## **Module 6 – Title IX Appeals**

“In the final module of the series, Retired Judge Booker Shaw, Scott Goldschmidt, and Aaron Lacey explain the new Title IX rule’s requirements for appeals. The module details key concepts, bases for appeal, drafting appeal decisions and requirements for appeal officers.” Module 6 may be located at:

<https://www.thompsoncoburn.com/insights/thompson-coburn-releases-free-title-ix-training-series-for-institutions-of-higher-education-102jin9/>

## **Student Loan Debt Management and Financial Literacy Assistance**

Beckfield College has partnered with the i3 Group to offer IonTuition, a free, online student loan management system designed to help students who have, or intend to have, a student loan. The IonTuition website and financial planning tools will improve students’ financial literacy and keep them apprised of their loan status at all times. The secure website provides the most recent information about students’ loans, including loans from other institutions, allowing students to manage all their federal and private education loans in a single location.

### **Assistance - Staying on Top of Student Loans**

IonTuition’s interactive dashboard and repayment calculator shows students everything they need to know about managing and paying back their loans, including loan status, total loan balance, current monthly payment, interest accrued and repayment options.

### **Creating a Free Account**

Students can register for their free IonTuition account at [iontuition.com](http://iontuition.com). Once registered, students can link their IonTuition account to Beckfield College to manage their education loans.

### **Mobile and Email Alerts**

Students can get loan status alerts and payment reminders through text, app, or email notifications.

### **Services Offered**

IonTuition offers a variety of services to support students, including:

- a rewards program that allows students to save on products and services they use
- expert counselors who are accessible via phone, web chat and email to answer questions
- family access allows students to grant family members permission to view their loans
- web-based budgeting tools to help students better manage monthly bills

# COURSE DESCRIPTIONS

## **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

## **BIO105 NUTRITION (2 credits/20 hrs.)**

A general overview 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 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 AND 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.  
Prerequisite: None

## **BIO152 ANATOMY AND PHYSIOLOGY II (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 cardiovascular, respiratory, digestive, urinary and reproductive. A grade of C (78%) is the minimum passing grade for this course.  
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; Corequisite: 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; Corequisite: 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: BIO162, BIO164; Corequisite: 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; Corequisite: 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

**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

**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

**COM105 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

**DMS1015 SONOGRAPHIC PRINCIPLES I (2 credits/20 hrs.)**

This is an introductory course on the fundamental principles of sound, ultrasound and the physical properties of transmission and reflection. Upon completion of this course, students will understand the definition of sound and ultrasound, how ultrasound transmits in soft tissue, how to interpret frequency to select appropriate transducer, and how frequency and velocity of sound through mediums are reflected and absorbed. A grade of C (78%) is the minimum passing grade for this course.

Prerequisites: DMS1020, MTH140

**DMS1020 INTRODUCTION TO SONOGRAPHY (5 credits/50 hrs.)**

Introduction to sonography is an entry level course that will teach students the basics of sonography and what it means to be a sonographer in the profession. Students will learn entry level concepts regarding basic sonographic principles, patient care, and how to prevent potential work-related injuries as well as professional organizations and accrediting bodies within the field. A grade of C (78%) is the minimum passing grade for this course.

Prerequisites: BIO151, MOA111, PPH220

**DMS1025 ABDOMINAL SONOGRAPHY I (4 credits/60 hrs.)**

This is an intermediate-level course directed towards developing principles, techniques, knowledge and skills to function as a qualified diagnostic medical sonographer. The course introduces the diagnostic foundations of abdominal anatomy as it pertains to the abdominal vasculature, liver, gallbladder and pancreas. Students will learn clinical applications within this highly specialized area of sonography including interpretation of normal and abnormal sonographic patterns and scanning techniques using real world abdomen protocols. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: DMS1040

**DMS1030 SONOGRAPHIC PRINCIPLES II (2 credits/20 hrs.)**

This is an intermediate course that will outline the foundation for clinical applications necessary for scanning including Doppler effects, quality assurance testing, image artifacts, continuous and pulsed acoustic waves, and the effects of interfaces. This class builds on the material learned in Sonographic Principles I. Students will be eligible to sit for the Sonographic Principles and Instrumentation board exam with the American Registry for Diagnostic Medical Sonography with successful completion of this course. A grade of C (78%) is the

minimum passing grade for this course. Prerequisite: DMS1015

**DMS1035 GYNECOLOGY SONOGRAPHY (3 credits/40 hrs.)**

During this course, students will learn the basic anatomy and pathophysiology of the female pelvis and reproductive system. Students will learn basic principles and real-world protocols for entry level scanning of the transabdominal and transvaginal pelvis including the use of color and pulsed Doppler imaging. A grade of C (78%) is the minimum passing grade for this course.  
Prerequisite: BIO152, DMS1020

**DMS1040 SUPERFICIAL SONOGRAPHY (3 credits/40 hrs.)**

This is a beginner-level course that introduces the diagnostic foundations of superficial structure anatomy as it pertains to the breast, scrotum, thyroid, neck and musculoskeletal structures. Students will learn clinical applications within this highly specialized area of sonography including interpretation of normal and abnormal sonographic patterns and scanning techniques using real world sonographic protocols. A grade of C (78%) is the minimum passing grade for this course.  
Prerequisite: BIO152, DMS1020

**DMS1045 OBSTETRICS SONOGRAPHY I (4 credits/50 hrs.)**

This is an introductory-level course in the foundations of obstetrics sonography. Emphasis will be placed on the clinical applications within this highly specialized area of sonography including basic patient care principles of the obstetrics and gynecology patient, interpretation of normal and abnormal sonographic patterns and features, pathology, associated clinical laboratory tests and procedures for the 1st 2nd and 3rd trimester fetus. As well as scanning techniques using real world obstetrics and gynecology sonography protocols. A grade of C (78%) is the minimum passing grade for this course.  
Prerequisite: DMS1035

**DMS1050 OBSTETRICS SONOGRAPHY II (5 credits/70 hrs.)**

This is an intermediate course focusing on obstetric imaging techniques by building on the foundational skills acquired in Obstetrics Sonography I. This course delves deeper into the complexities of prenatal assessment and evaluation. Students will engage in comprehensive study covering advanced ultrasound techniques for fetal imaging including obstetrics measurements, anomalies and advanced maternal fetal medicine practices. Emphasis will be placed on understanding normal and abnormal fetal development and identifying potential complications during pregnancy. A grade of C (78%) is the minimum passing grade for this course.  
Prerequisite: DMS1045

**DMS1055 OBSTETRICS AND FETAL ECHOCARDIOGRAPHY (3 credits/40 hrs.)**

This course provides students with knowledge of the fetal heart and its anatomical components. Students will learn normal fetal heart anatomy, scanning techniques, fetal heart pathology, risk management, and the postnatal prognosis associated with fetal cardiac defects. This course builds on the concepts mastered in Obstetrics Sonography II. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: DMS1050

**DMS1060 ABDOMINAL SONOGRAPHY II (5 credits/70 hrs.)**

This is an intermediate-level course that introduces the diagnostic foundations of abdominal anatomy as it pertains to the urinary system, spleen, gastrointestinal tract and retroperitoneum. Students will learn clinical applications within this highly specialized area of sonography including interpretation of normal and abnormal sonographic patterns and scanning techniques using real world abdominal sonography protocols. A grade of C (78%) is the minimum passing grade for this course.  
Prerequisite: DMS1025

**DMS1070 PEDIATRIC SONOGRAPHY (2 credits/30 hrs.)**

This is an intermediate-level course designed to provide a comprehensive overview of general pediatric ultrasound examinations. Students will acquire techniques to assist in caring for neonatal and pediatric patients. Lessons will include normal and abnormal anatomy as it pertains to the neonatal and pediatric abdomen, neonatal spine, pediatric hips, and neuro-sonography of the neonatal head. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: DMS1035, DMS1040

**DMS1100 CLINICAL I (5 credits/150 hrs.)**

This is an introductory-level course directed towards developing the principles, techniques, knowledge and skills of each student necessary to function as a qualified diagnostic medical sonographer in the everyday clinical practice of Diagnostic Medical Sonography. Clinical I includes exposing the students to observation, participation and hands on training with medical professionals including supervisors, technologists, physicians, support staff and patients in hospitals, outpatient centers, doctor's offices and other facilities where ultrasound is performed. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: DMS1025, DMS1045, HUM102, SOC105

**DMS1105 CLINICAL II (8 credits/240 hrs.)**

This is a progressive course directed towards developing the principles, techniques, knowledge and skills of each student necessary to function as a qualified diagnostic medical sonographer in the everyday clinical practice of Diagnostic Medical Sonography. The Diagnostic Medical Sonography externship includes exposing the students to observation, participation and hands on training with medical professionals including supervisors, technologists, physicians, support staff and patients in

hospitals, outpatient centers, doctor's offices and other facilities where Diagnostic Medical Sonography is performed. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: DMS1060, DMS1100 or program director approval.

**DMS1110 CLINICAL III (10 credits/300 hrs.)**

This is an intermediate course directed towards developing the principles, techniques, knowledge and skills of each student necessary to function as a qualified diagnostic medical sonographer in the everyday clinical practice of Diagnostic Medical Sonography. The Diagnostic Medical Sonography externship includes exposing the students to observation, participation and hands on training with medical professionals including supervisors, technologists, physicians, support staff and patients in hospitals, outpatient centers, doctor's offices and other facilities where Diagnostic Medical Sonography is performed. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: DMS1050, DMS1105 or program director approval.

**DMS1115 CLINICAL IV (10 credits/300 hrs.)**

This is an advanced level course directed towards developing the principles, techniques, knowledge and skills of each student necessary to function as a qualified diagnostic medical sonographer in the everyday clinical practice of Diagnostic Medical Sonography. The Diagnostic Medical Sonography externship includes exposing the students to observation, participation and hands on training with medical professionals including supervisors, technologists, physicians, support staff and patients in hospitals, outpatient centers, doctor's offices and other facilities where Diagnostic Medical Sonography is performed. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: DMS1110 or program director approval.

**DMS1120 GENERAL/OBSTETRICS SONOGRAPHY REVIEW (4 credits/40 hrs.)**

This course is designed for diagnostic medical sonography students approaching graduation as board preparation instruction and review. This sonography preparatory course places an emphasis on reviewing the practical and didactic applications related to sonographer credentialing examinations for general (abdomen) and obstetrics sonography. Students will be given an overview of the board exam process and complete their American Registry of Radiologic Technologist (ARRT) applications. Mock board exams will be given in each specialty and align with both ARRT and ARDMS specialty exams. A grade of C (78%) is the minimum passing grade for this course.

Prerequisite: DMS1050, DMS1060, DMS1110

**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: ECN101 Macroeconomics

**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: None

**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: ENG112 or dean approval

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

**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

**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

**HUM102 ETHICS IN ALLIED HEALTH (2 credits/20 hrs.)**

This course is 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. Legal responsibilities, professional liability, licensing, contracts, confidentiality, HIPAA, risk management, and other applications of law in medicine are included. 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.

**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

**MMT102 ANATOMY AND PHYSIOLOGY FOR MASSAGE – CHEMISTRY & FUNCTION (60 hrs.)**

This course introduces an overview of the organization of the human body and anatomical terms. Anatomical organization of the human body will be taught. This information will include an overview and study of the chemical level and cellular level of organization, the tissue level and the integumentary system. In addition, the basic principles of support and movement for the body will be viewed. A basic overview of the body's structures will be presented. The student will learn proper medical terminology and the use of the terms of basic structures and their functions as it applies to this course. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

**MMT104 ANATOMY AND PHYSIOLOGY FOR MASSAGE SYSTEM & STRUCTURE (60 hrs.)**

This course introduces an overview of the principles of support and movement for the body and Anatomical terms. Anatomical principles of support and movement will be taught. These principles include muscle tissue, the joints, muscular system, skeletal system (bone tissue, axial and appendicular systems). In addition, the basic

organization of the body will be presented. An introduction to the basic chemistry necessary to understand life processes, elementary cell anatomy and physiology, basic metabolism, the history of epithelial, connective, and muscle tissue. The student will learn proper medical terminology and the use of the terms for basic structures and their functions as it applies to this course. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

**MMT106 ANATOMY AND PHYSIOLOGY FOR MASSAGE – NEUROLOGY (60 hrs.)**

In this course, the student will explore the internal Workings of the human body in depth. The student will explore the nervous system - its organization and relationship to homeostasis. The function of the brain, spinal cord and nerves will be examined. The brain and cranial nerves, the autonomic and somatic nervous systems, along with the breakdown of the endocrine system will be explored. The student will learn proper medical terminology and the use of the terms of basic structures and their functions as it applies to this course. A grade of C (70%) is the minimum passing grade in this course. Prerequisites: MMT102, MMT104, MMT120, MMT130, MMT175, MMT180

**MMT108 ANATOMY AND PHYSIOLOGY FOR MASSAGE CIRCULATORY (60 hrs.)**

In this course the student will explore the internal workings of the human body in depth and the cardiovascular system will be examined. The heart and its functions along with conditions like heart murmurs, pericarditis, and congestive heart failure will be examined. Conditions like carbon monoxide poisoning, cigarette smoking, and the effects of asthma will be studied in the respiratory system. The lymphatic and immunity system will be explored and its relationship to the cardiovascular system. The course will cover the organs of the digestive system and how they relate to the urinary system. The reproductive systems will be learned and conditions like eating and prostate disorders. The student will learn proper medical terminology and the use of the terms of basic structures and their functions as it applies to this course. A grade of C (70%) is the minimum passing grade in this course. Prerequisites: MMT102, MMT104, MMT120, MMT130, MMT175, MMT180

**MMT120 SWEDISH MASSAGE FOR THE THERAPIST (60 hrs.)**

The course introduces the students to the strokes and hands- on skills that are the groundwork for massage techniques used throughout massage therapy. The course presents draping and bolstering techniques as well as the fundamentals of proper body mechanics to perform massage. Students will learn the 7 techniques of massage: touch, vibration, friction, effleurage, tapotement, petrissage and joint movement. Students also study correct wrist and hand alignment, as well as

self-care and stretching exercises. Students will learn the effects of mechanical applications when manipulating blood towards or away from the heart. \*In order to successfully pass this course each student will provide confirmation that they received a one hour full-body massage from a Licensed Massage Therapist. A grade of C (70%) is the minimum passing grade in this course.  
Prerequisite: None

#### **MMT125 PALPATION FOR MASSAGE THERAPIST (60 hrs.)**

This course includes a series of exercises designed to develop sensitivity in the hands, as well as the detailed palpation of all the bones, muscles and ligaments of the body that a massage therapist would need to be successful in treating clinical client conditions. Students will learn the massage pain scale assessment for clients and assess the characteristics of various structures such as tissue, tendons, ligaments, fascia and muscles and will be able to perform basic palpation of all major muscles of the body. A grade of C (70%) will be the minimum required to pass this course.

Prerequisites: MMT102, MMT104, MMT120, MMT130, MMT175, MMT180

#### **MMT130 HISTORY, ETHICS AND PROFESSIONAL PRACTICE (60 hrs.)**

This course will introduce the student to the history of massage and bodywork and includes an examination of both the philosophy and theory behind the profession. The student will learn the origins of various modalities. It will also provide an overview of the laws, guidelines and ethics associated with massage and the responsibilities regulating the licensed massage therapist. Students will also be introduced to the fundamentals of developing a successful professional massage practice. Students will develop strategies for networking, building a practice, preparing resumes and performing effectively in job interview situations. Business planning and practices, office management, marketing, sanitation and cleanliness practices will be examined. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

#### **MMT145 MYOLOGY AND KINESIOLOGY FOR MASSAGE (60 hrs.)**

This course will examine the human muscular system and movements covering the biomechanics of locomotion. Students will explore in detail all of the major muscles of the axial and appendicular Segments, and their locations, origins, insertions and actions. The student will also learn how to place each of the major muscles on the slack and on the stretch. A grade of C (70%) is the minimum passing grade in this course.

Prerequisites: MMT102, MMT104, MMT120, MMT130, MMT175, MMT180

#### **MMT170 DEEP TISSUE AND SPORT MASSAGE (60hrs.)**

In this course the student is introduced to deep tissue massage through the practice of deep tissue sculpting methods and practices. Deep tissue sculpting is an effective technique used to release chronic tension,

release soft tissue tension, and pain associated with stress, overexertion and some injuries and illnesses. Students will learn to combine stretching, body mobilization techniques, relaxation, and other techniques to create sessions tailored for individual athletes. Some of the additional techniques include reciprocal inhibition and approximation. Students will also learn principles and practices of sports massage, focusing on pre-event and post- event massages. Students will learn about conditions such as sprains, strains, thermal injuries, cramping, and dehydration. A grade of C (70%) will be the minimum required to pass this course.

Prerequisites: MMT102, MMT104, MMT120, MMT130, MMT175, MMT180

#### **MMT175 CLIENT ASSESSMENT AND TREATMENTS (60 hrs.)**

This course will teach assessment skills. The student will display the ability to assess clients and develop treatment plans. Client consultation and evaluation skills will be taught and practiced. Students will gain understanding and receive experience in documenting client sessions for progress charting and follow-up treatments while focusing on massage therapy decision-making abilities. A grade of C (70%) will be the minimum required to pass this course.  
Prerequisite: None

#### **MMT180 PATHOLOGY FOR MASSAGE THERAPIST (60hrs.)**

This course will help the student understand the nature and course of human diseases that would hinder massage treatments known as contraindications, as well as which human conditions massage would be a benefit known as indications. The course will also help the students familiarize themselves with conditions reported on client intake forms and assist them in making safe practice decisions when clients present signs and symptoms without a medical diagnosis. Students will learn massage therapy precautions and applications to comply with infection control, universal precautions and OSHA standard. A grade of C (70%) is the minimum passing grade in this course.

Prerequisite: None

#### **MMT190 SPECIAL APPLICATIONS (60 hrs.)**

This course provides the student with the tools and techniques and reviews the basic principles that might be used in special applications. Hot stone treatment will be introduced along with hot towels, paraffin treatments for hands and feet. Reflexology and exfoliation will be explored for hands and feet as well. Students will be educated about the needs of hospice patients, elderly clients and fibromyalgia clients. A grade of C (70%) will be the minimum required to pass this course.

Prerequisites: MMT 102, MMT 104, MMT 120, MMT 130, MMT 175, MMT 180

**MMT291 CAPSTONE SCIENCE AND CLINICAL MASSAGE PRACTICE (90 hrs.)**

This capstone course provides the student with a comprehensive program review and preparation for certification. Students will review material from the following courses: MMT102, MMT104, MMT106, MMT108, MMT145 and MMT180. The course concludes with comprehensive simulated exams covering this material. Additionally, under the direction of a Licensed Massage Therapist, students will implement the massage techniques and business practices learned during the program. Students will be expected to perform a minimum of 15 full-body massage treatments in a formal massage setting on campus. Students will perform intake interviews and assessments, create treatment plans, maintain records, and communicate in a meaningful way with clients. During the first six weeks of Clinical Massage Practice, students will meet with the instructor to register for and schedule their Massage & Bodywork Licensing Examination (MBLEx). During the second six weeks of Clinical Massage Practice, students will take the MBLEx and submit proof of the attempt for a grade. A grade of C (70%) will be the minimum required to pass this course. Prerequisites: MMT102, MMT104, MMT106, MMT108, MMT120, MMT125, MMT130, MMT145, MMT170, MMT175, MMT180, MMT190, and program director approval.

**MMT293 CAPSTONE PRACTICAL AND CLINICAL MASSAGE PRACTICE (90 hrs.)**

This capstone course provides the student with a comprehensive program review and preparation for certification. Students will review material from the following courses: MMT120, MMT125, MMT130, MMT145, MMT170, MMT175 and MMT190. The course concludes with comprehensive simulated AMS covering this material. Additionally, under the direction of a Licensed Massage Therapist, students will implement the massage techniques and business practices learned during the program. Students will be expected to perform a minimum of 15 full-body massage treatments in a formal massage setting on campus. Students will perform intake interviews and assessments, create treatment plans, maintain records, and communicate in a meaningful way with clients. \*In order to successfully pass this course each student will confirm that they provided a one hour full-body massage on a Licensed Massage Therapist. During the first six weeks of Clinical Massage Practice, students will meet with the instructor to register for and schedule their Massage & Bodywork Licensing Examination (MBLEx). During the second six weeks of Clinical Massage Practice, students will take the MBLEx and submit proof of the attempt for a grade. A grade of C (70%) will be the minimum required to pass this course. Prerequisites: MMT102, MMT104, MMT106, MMT108, MMT120, MMT125, MMT130, MMT145, MMT170, MMT175, MMT180, MMT190, and program director approval.

**MOA111 MEDICAL TERMINOLOGY (4 credits/40 hrs.)**

This course prepares the student to create medical forms, reports, and letters, and to communicate with medical

personnel by the study of basic structure of medical terminology through prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and medical abbreviations.

Prerequisite: None

**MOA112 MEDICAL TERMINOLOGY FOR PRACTICAL NURSES I (2 credits/20 hrs.)**

This course prepares the student to create medical forms, reports, and letters, and to communicate with medical personnel by the study of the basic structure of medical terminology through prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and medical abbreviations. This course correlates with BIO 151 Anatomy & Physiology I for Practical Nurses. (PN, 5 outside hrs.)

Prerequisite: None

**MOA113 MEDICAL TERMINOLOGY FOR PRACTICAL NURSES II (2 credits/20 hrs.)**

This course continues the preparation of the student to create medical forms, reports, and letters, and to communicate with medical personnel by the study of the basic structure of medical terminology through prefixes, suffixes, word roots, and combining forms. The course includes pronunciation, spelling, definitions of medical terms, and medical abbreviations. This course correlates with BIO 152 Anatomy & Physiology II for Practical Nurses. (PN, 5 outside hrs.)

Prerequisite: MOA112

**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.

**NUR100 NURSING ASSISTANT SKILLS (5 credits/60 hrs.)**

A pre-nursing course that serves as an introduction to basic nursing knowledge and skills. Students will be taught, and practice competency-based skills performed by nursing assistants that will be utilized in future nursing courses. This course includes lecture and lab. The Practical Nursing and the Associate of Applied Science in nursing programs build on this basic nursing knowledge and skills with expectations that each student can perform in a safe and competent manner related to these functions.

Prerequisite: None

**NUR102 INTRODUCTION TO NURSING RESOURCES (4 credits /60 hrs.)**

This course is designed to continue and explore concepts in nursing, processes in nursing care, and select topics related to promotion of health. Nursing concepts include critical thinking, nursing process, concept maps, ATI testing, ATI tutorials/resources, time management, other college resources (writing center/tutoring), and coping strategies.

Prerequisite: NUR100 OR STNA

**NUR201 FUNDAMENTALS OF NURSING (6.5 credits, 100 hrs.)**

An introduction to professional nursing and the development of evidence-based practice and safe patient centered care period the course will focus on holistic health assessments and appropriate nursing skills. Students will demonstrate safe application of knowledge and skills in nursing lab and clinical areas. Clinical will be conducted at long term care facility along with simulation lab. Prerequisites: BIO 163 & NUR 100 Corequisite: BIO 164. NUR202 FUNDAMENTALS OF NURSING (8 credits/150 hrs.)

An introduction to professional nursing and the development of evidence-based practice and safe patient centered care. The course will focus on holistic health assessments and appropriate nursing skills. Students will demonstrate safe application of knowledge and skills in nursing labs and clinical areas. Clinical will be conducted at long term care facilities.

Prerequisite: NUR100 or STNA

**NUR205 INTRODUCTION TO SURGICAL NURSING (4 credits /60 hrs.)**

Introduces students to the coordination and integration of evidence-based practice as it relates to medical-surgical nursing practice and patient education. The focus of this course is the immune system and related topics. The clinical will be held at acute and/or chronic healthcare facilities.

Prerequisites: NUR100, NUR102, NUR202

**NUR212 Introduction to Medical Surgical Nursing (60 Credits, 90 hrs.)**

Introducing students to the coordination and integration of evidence based practice as it relates to medical surgical nursing practice and patient education period the focus of this course is the immune system and related topics. The clinical will be held at acute or and or chronic health care facilities. Prerequisites: BIO 163, BIO 164, NUR 100, NUR 201, co-req. NUR 218.

**NUR213 ESSENTIALS OF MEDICAL-SURGICAL NURSING (8 credits /150 hrs.)**

The continuation of coordination and integration of evidence- based practice as it relates to increasing complexity of body systems in medical surgical nursing practice and patient education. Focuses on musculoskeletal, renal, gastrointestinal, hematology, respiratory, cardiac systems. Clinical will be conducted at long term care facilities along with Simulation lab. ADN Prerequisites: BIO163, BIO164, NUR 201, NUR 212; BSN Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR218

**NUR214 MATERNAL REPRODUCTION NURSING (4 credits /61 hrs.)**

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural, developmental, and educational needs of the maternal-neonatal patients. Simulation lab and various clinical settings will be utilized. ADN Prerequisites: BIO163, BIO164, NUR100, NUR201, NUR212, NUR213, NUR218; Corequisite: NUR215; BSN Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR215, NUR218, NUR219, NUR300; Corequisite: NUR216

**NUR215 MENTAL HEALTH AND NURSING (4 credits /60 hrs.)**

This course explores the learning experiences of fundamental mental health and mental illness concepts. Evidence-based practice will be utilized in the delivery of

safe patient and family centered care. Various clinical settings will be utilized.

Prerequisites: BIO163, BIO164, NUR100, NUR201, NUR212, NUR213, NUR218; Corequisite: NUR214; BSN Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR215, NUR218, NUR219

**NUR216 NURSING CARE OF CHILDREN (4 credits/61 hrs.)**

This course focuses on integration of knowledge derived from bio-psycho-social sciences, and nursing evidence-based practice to achieve safe patient centered care for the child and family who are experiencing normal development and alterations of body systems. Simulation lab and various clinical facilities will be utilized.

Prerequisites: BIO163, BIO164, NUR100, NUR201, NUR212, NUR213, NUR214, NUR215, NUR218; Corequisite: NUR219; BSN Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR218, NUR219, NUR300; Corequisite: NUR214

**NUR217 CRITICAL NEEDS, LEADERSHIP, AND COMMUNITY NURSING (8 credits /150 hrs.)**

This course continues to integrate and synthesize the knowledge and evidence-based practice learned in previous nursing courses. Focuses on a higher level of critical care, nursing leadership, and provides an introduction to community health nursing. Simulation lab utilized and various clinical settings. Prerequisite: NUR 100, NUR 201, BIO 163, BIO 164, NUR 212, NUR 213, NUR 214, NUR 215, NUR 216, NUR 218, NUR 219

**NUR218 NURSING PHARMACOLOGY I (5 credits /70 hrs.)**

An introduction to the study of the use of medicine, classification of drugs, the principle of pain management, and the nurse's role in the safe administration of medications utilizing evidence-based practice. This course includes intravenous therapy. Prerequisites: BIO 163, BIO 164, NUR 100, NUR 201; Corequisite: NUR 212. BSN Prerequisites: NUR100, NUR102, NUR202; Corequisite: NUR100, NUR102, NUR202; BSN Prerequisites: NUR100, NUR102, NUR202; Corequisite: NUR205

**NUR219 NURSING PHARMACOLOGY II (5 credits/70 hrs.)**

The continuation of the use of medicine, classification of drugs, the principle of pain management, and the nurse's role in the safe administration of medications utilizing evidence-based practice. This course includes safe intravenous administration.

Prerequisites: BIO163, BIO164, NUR100, NUR201, NUR212, NUR213, NUR214, NUR215, NUR218; Corequisite: NUR216. BSN Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR218; Corequisite: NUR213

**NUR299 DIMENSIONS OF NURSING (8 CREDITS, 160 HRS.)**

The capstone course explores issues and trends in nursing healthcare. Students analyze current evidence-based practice for discussion of issues related to the provision of quality health care period students develop personal and professional strategies to make the transition from student to graduate nurse. This course offers an NCLEX review and includes clinical hours required for safe practice period competency exam and comprehensive exam are required. Prerequisites: Satisfactory completion of all other program courses.

**NUR300 NURSING IN THE CONTEMPORARY U.S. HEALTHCARE SYSTEM (4 credits /40 hrs.)**

In this course, students will participate in a review of the basic structure and operations of the US health care system, and the significant role that nursing professionals play as part of the system. Following a brief historical overview, the current status of health care organizations, national health care policies and health care needs of the US population will be covered. Students will examine the impact of health care reform and other legislation. Topics will include the nursing shortage, the Institute of Medicine's report on the Future of Nursing, managed care / case management and health care disparities in the U.S. system.

Prerequisite: None

**NUR 314 NURSING INFORMATICS AND TECHNOLOGY (4 credits /40 hrs.)**

Nursing informatics integrates nursing science, computer science and information science in identifying, collecting, processing, and managing data and information to support nursing practice, administration, education, research and the expansion of nursing knowledge (American Nurses Association, 2010). In today's healthcare settings it is critical that nurses are competent as users of informatics and information systems. With this definition as a framework, the course will explore the data sources and technological tools and methods used by nurses to further the quality and effectiveness of care delivery in today's complex healthcare environment. Prerequisite: None

**NUR312 NURSING IN GERONTOLOGY (4 credits /40 hrs.)**

Applying the principle that healthy aging is an expectation of every elder, this course addresses the human potential possible as people all age. It considers the demographics of, attitudes toward, and politics surrounding the aging person. Students will study the biological, psychological, and social aspects of nursing the elders in our society, considering the diversity of situations that may be encountered.

Prerequisite: None

**NUR314 NURSING INFORMATICS AND TECHNOLOGY (4 credits /40 hrs.)**

Nursing informatics integrates nursing science, computer

science and information science in identifying, collecting, processing, and managing data and information to support nursing practice, administration, education, research and the expansion of nursing knowledge (American Nurses Association, 2010). In today's healthcare settings it is critical that nurses are competent as users of informatics and information systems. With this definition as a framework, the course will explore the data sources and technological tools and methods used by nurses to further the quality and effectiveness of care delivery in today's complex healthcare environment.  
Prerequisite: None

**NUR320 HEALTH AND WELLNESS ASSESSMENT (4 credits /50 hrs.)**

This course will build upon the student's basic knowledge of patient assessment and physical examination. Content will focus on nursing assessment and interventions aimed at promoting health and wellness and individual risk reduction. Students will complete a health and wellness assessment of a child, an adult and an older adult and incorporate health promotion and disease prevention concepts as well as healthy behaviors. Students will explore the role of complementary and alternative therapies in health and wellness care.  
Prerequisite: None

**NUR316 NURSING GERONTOLOGY (4 credits /40 hrs.)**

Applying the principle that healthy aging is an expectation of every elder, this course addresses the human potential possible as people all age. It considers the demographics of, attitudes toward, and politics surrounding the aging person. Students will study the biological, psychological, and social aspects of nursing the elders in our society, considering the diversity of situations that may be encountered. Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300, NUR300, NUR322, NUR337

**NUR322 ADVANCED ASSESSMENT AND WELLNESS (6 credits /90 hrs.)**

Applying the principle that healthy aging is an expectation of every elder, this course addresses the human potential possible as people all age. It considers the demographics of, attitudes toward, and politics surrounding the aging person. Students will study the biological, psychological, and social aspects of nursing the elders in our society, considering the diversity of situations that may be encountered.

Prerequisites: NUR100, NUR102, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300.  
Corequisite: NUR337

**NUR337 POPULATION FOCUSED NURSING (6 credits /100 hrs.)**

Models of health promotion, health maintenance, education, disease prevention, and coordination of care for individuals, families, groups, and communities. Epidemiology, identification of populations at risk, exploring rural, suburban, and urban environments, and

health evaluation in various community settings provide a foundation for meaningful experiential learning in the practicum. Through application of community and public health theory and principles, students will explore and implement the roles of the nurse as teacher, collaborator, advocate, investigator, researcher, and direct care provider. Prerequisites: NUR100, NUR102, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300

**NUR325 IMPROVING QUALITY AND SAFETY IN NURSING (4 credits /40 hrs.)**

Providing nursing care that leads to quality outcomes and is protective of patient safety are both essential to professional nursing practice. A major initiative within the healthcare industry is to improve patient Safety and reduce errors that impact patient outcomes. This course will focus on the processes and practices of quality assessment and continuous quality improvement in healthcare. Students will examine a variety of health indicators that reflect nursing accountabilities. Students will examine the issue of patient safety, risk appraisal, and medical error reduction. They will create a model safety or quality improvement initiative for a sample group of clients or nursing personnel.  
Prerequisite: None

**NUR410 RESEARCH IN NURSING (5 credits /50 hrs.)**

Generating, reading, evaluating, and using nursing research. Students study the systematic process of inquiry, using established guidelines to produce unbiased and useful answers to questions about nursing practice. Research will be explored for its various constructs, including synthesis of existing findings into a rational approach to practice, describing phenomena that affect health, exploring solutions to current and emerging problems, and testing approaches to client care to determine their effectiveness. Students will also develop their own research questions and begin a research project.

Prerequisite or Corequisite: MTH305

**NUR412 EVIDENCED-BASED PRAC RESEARCH METHODS (5 credits /60 hrs.)**

Generating, reading, evaluating, and using nursing research. Students study the systematic process of inquiry, using established guidelines to produce unbiased and useful answers to questions about nursing practice. Research will be explored for its various constructs, including synthesis of existing findings into a rational approach to practice, describing phenomena that affect health, exploring solutions to current and emerging problems, and testing approaches to client care. Students will also develop their own research questions and begin a research project.

Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300, NUR314, NUR322, NUR337; Corequisites: NUR314, NUR428

**NUR425 LEADERSHIP AND MANAGEMENT IN NURSING (5 credits /40 hrs.)**

This course focuses on leadership and management principles that guide professional nursing across practice settings. Leadership theories and concepts are emphasized, including the identification of key organizational structures, mission statements, and developing organizational cultures. Students will examine professional communication and teamwork, collaboration and conflict resolution, delegation and supervision, resource management, workforce motivation, and managing and leading change. Core competencies for nurse leaders will be addressed. The course also introduces the integration of ethical and legal principles in nursing leadership roles.

Prerequisite: None

**NUR428 LEADERSHIP AND THE BSN (5 credits /70 hrs.)**

This course focuses on leadership and management principles that guide professional nursing across practice settings. Leadership theories and concepts are emphasized, including the identification of key organizational structures, mission statements, and developing organizational cultures. Students will examine professional communication and teamwork, collaboration and conflict resolution, delegation and supervision, resource management, workforce motivation, and managing and leading change. Core competencies for nurse leaders will be addressed. The course also introduces the integration of ethical and legal principles in nursing leadership roles.

Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300, NUR314, NUR322, NUR337; Corequisite: NUR314, NUR412

**NUR431 DISTASTER MANAGEMENT NURSING (5 credits /60 hrs.)**

This course focuses on the preparation for, response to, and management of the array of natural and man-made disasters and/or emergencies that may occur at various levels of society. Students will examine the existing and proposed pre- planning measures, the need for well-coordinated responses by appropriate organizations, and the management of ongoing issues as disasters or emergencies evolve. The role of the nurse in a variety of situations, agencies, and levels of government will be explored. Students will have the opportunity to experience the work of the many agencies involved in disaster/emergency management. Prerequisites: NUR100, NUR102, NUR202, NUR205, NUR213, NUR214, NUR215, NUR216, NUR218, NUR219, NUR300, NUR314, NUR322, NUR337; Corequisites: NUR316, NUR325

**NUR432 DISASTER MANAGEMENT AND NURSING (5 credits /40 hrs.)**

This course focuses on the preparation for, response to, and management of the array of natural and man-made disasters and/or emergencies that may occur at various levels of society. Students will examine the existing and proposed pre- planning measures, the need for well-coordinated responses by appropriate organizations, and the management of ongoing issues as disasters or emergencies evolve. The role of the nurse in a variety of situations, agencies, and levels of government will be explored. Students will have the opportunity to experience the work of the many agencies involved in disaster / emergency management.

Prerequisite: None

**NUR450 LEGAL AND ETHICAL ISSUES IN NURSING (4 credits /40 hrs.)**

An exploration of the most significant legal and ethical issues and concerns related to the practice of nursing and the delivery of health care. Ethical theories and dilemmas are discussed and analyzed. The course addresses the sources of law as well as its current application in the health care arena. Standards of care, jurisdiction, and liability are considered as these apply to one's own practice. Emphasis is on negligence, the importance of timely and clear documentation in whatever form required, and managing risk in the health care organization. This course is designed to assist nurses in taking an active role within institutional settings regarding the resolution of legal and ethical issues that arise.

Prerequisite: None

**NUR491 CRITICAL ISSUES AND STRATEGIES IN NURSING (5 credits /50 hrs.)**

This capstone course focuses on the strategies that nurses can use in career development, understanding professional organizations that influence the individual and the profession, inter-professional relations, and health system issues. Historical perspectives on nursing, other health professions, and organizations are explored in terms of history's influence on current relationships. Nursing theory is explored as a method of explaining visions of reality that describe the complex process of nursing care. Political issues will be addressed in terms of their effect and influence on nursing and health care.

Prerequisite: Senior standing

**NUR495 CRITICAL STRATEGIES IN NURSING (8 credits /160 hrs.)**

This capstone courses focuses on the strategies that nurses can use in career development, understanding professional organizations that influence the individual and the profession, inter-professional relations, and health system issues. Historical perspectives on nursing, other health professions, and organizations are explored in terms of history's influence on current relationships. Nursing theory is explored as a method of explaining visions of reality that describe the complex process of

nursing care. Political issues will be addressed in terms of their effect and influence on nursing and health care. Prerequisite: Senior standing. Satisfactory completion of all coursework except NUR450; Corequisite: NUR450

**PNR100 PRACTICAL NURSE MEDICAL-SURGICAL NURSING I (7 credits /110 hrs.)**

An introduction to basic nursing knowledge and skills that will guide the student through the nursing process as it pertains to the scope of practice and safe patient-centered care. Students will be taught competency-based skills utilizing specific body functions in which they will learn the application of evidenced-based practice. This course includes lab and clinical. Clinical will be conducted at long-term care facilities. (25 Outside hrs). Prerequisites: NUR100, BIO151

**PNR101 PRACTICAL NURSE MATERNAL-CHILD NURSING (5.5 credits /80 hrs.)**

An introduction to maternal child nursing that focuses on evidenced-based practice as it relates to family/patient-centered care, the stages of pregnancy and neonatal to adolescent healthcare needs with emphasis on patient education. Presentation of Shaken Baby Syndrome is included. This course includes lab, simulation lab, and clinical. The clinical will be conducted at various agencies in which students can successfully complete their clinical learning objectives. The different stages of labor and care for the neonate will be provided through the simulation lab. (20 outside hrs.). Prerequisite: PNR100

**PNR102 PRACTICAL NURSE PHARMACOLOGY (5 credits /70 hrs.)**

This course introduces the concepts of pharmacotherapeutics and establishes a knowledge base that applies to safe patient-centered care in the practical nursing's scope of practice. The student will gain the necessary knowledge to lead toward the potential of intravenous certification. This course includes a lab. (15 outside hrs.). Prerequisite: PNR100 Prerequisite or Corequisite: PNR101

**PNR103 PRACTICAL NURSE MEDICAL-SURGICAL NURSING II (8 credits /130 hrs.)**

This course continues the process of basic nursing knowledge and skills that will progress the student through the nursing process as it pertains to the Practical nursing's scope of practice and safe patient-centered care. Students will be taught competency-based skills utilizing specific body functions in which they will learn the application of evidenced-based practice. Presentations regarding HIV and Domestic Violence will be covered. This course includes lab and clinical. Clinicals will be conducted at various health-care facilities. (30 outside hrs.). Prerequisites: NUR100, PNR101, PNR102

**PNR104 PRACTICAL NURSE MEDICAL- SURGICAL NURSING ROLE TRANSITION (8 credits /160 hrs.)**

A capstone course of clinical experience and direct patient-centered care including intravenous therapy. This experience consists of a minimum of 120 hours of clinical and must be completed within seven consecutive weeks during the students' final quarter. Competency exam and comprehensive exam are required. A review of PN-NCLEX will be provided. Clinical will be at various clinical agencies. (40 outside hrs). Prerequisite: Successful completion of all other courses in the program

**PPH220 PATHOPHYSIOLOGY (4 CREDITS/40 HRS.)**

This course provides the student with the foundation for basic disease concepts including neoplasms, inflammation, and infection. The etiology, treatment, pharmacology, and prognosis of disease associated with the body systems are studied. A grade of C (70%) is the minimum passing grade in this course. Prerequisite: None

**PSY101 PRINCIPLES OF PSYCHOLOGY (4 credits/40 hrs.)**

An introduction to fundamental concepts in psychology. Topics include theoretical bases, perception, learning, motivation, personality, and the relationship of biology to psychological illness and treatment. Prerequisite: None

**PSY211 DEVELOPMENTAL PSYCHOLOGY (4 credits /40 hrs.)**

An introduction to and survey of theories on the growth and development of the human being from conception to maturity and into old age. Topics include the special problems of the young child, emotional and social adjustment of the adolescent and young adult, marriage and the family, and issues unique to the elderly. Prerequisite: PSY 101

**PSY230 ABNORMAL PSYCHOLOGY (4 credits /40 hrs.)**

A study of behavior disorders to lead to an understanding of prevention, diagnosis, and treatment implemented in psychopathological entities. The symptom etiology of established mental illness classifications is examined to foster a clear understanding of the complexity of the evolution and reversal of abnormal behaviors. Prerequisite: PSY101 or equivalent

**REM201 Fundamentals of Nursing (1 credit/20 lab)** The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR201 Fundamentals of Nursing. Remediation is a critical component in the educational journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR201 Fundamentals of Nursing and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative



78%. Prerequisite: Previous attempt of NUR201 Fundamentals of Nursing.

**REM212 INTRODUCTION TO MEDICAL SURGICAL NURSING (1 credit/20 lab)**

The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR212 Introduction to Medical Surgical Nursing. Remediation is a critical component in the educational journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR212 Introduction to Medical Surgical Nursing, and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative 78%. Prerequisite: Previous attempt of NUR212 Introduction to Medical Surgical Nursing.

**REM213 ESSENTIALS OF MEDICAL-SURGICAL NURSING (1 credit/20 lab)**

The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR213 Essentials of Medical-Surgical Nursing. Remediation is a critical component in the educational journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR213 Essentials of Medical-Surgical Nursing and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative 78%. Prerequisite: Previous attempt of NUR213 Essentials of Medical-Surgical Nursing.

**REM214 MATERNAL REPRODUCTION NURSING (1 credit/20 lab)**

The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR 214 Maternal Reproduction Nursing. Remediation is a critical component in the educational journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR 214 Maternal Reproduction Nursing and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative 78%. Previous attempt of NUR 214 Maternal Reproduction Nursing.

**REM215 MENTAL HEALTH AND NURSING (1 credit/20 lab)**

The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR215 Mental Health and Nursing. Remediation is a critical component in the educational journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR215 Mental Health and Nursing and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative 78%. Previous attempt of NUR215 Mental Health and Nursing.

**REM216 NURSING CARE OF CHILDREN (1 credit/20 lab)**

The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR216 Nursing Care of Children. Remediation is a critical component in the educational journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR216 Nursing Care of Children and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative 78%. Previous attempt of NUR216 Nursing Care of Children.

**REM217 CRITICAL NEEDS, LEADERSHIP, AND COMMUNITY NURSING (1 credit/20 lab)**

The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR217 Critical Needs, Leadership, and Community Nursing. Remediation is a critical component in the educational journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR217 Critical Needs, Leadership, and Community Nursing and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative 78%. Previous attempt of NUR217 Critical Needs, Leadership, and Community Nursing.

**REM218 NURSING PHARMACOLOGY I (1 credit/20 lab)**

The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR218 Nursing Pharmacology I. Remediation is a critical component in the educational

journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR218 Nursing Pharmacology I and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative 78%. Previous attempt of NUR218 Nursing Pharmacology I.

**REM219 NURSING PHARMACOLOGY II (1 credit/20 lab)**

The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR219 Nursing Pharmacology II. Remediation is a critical component in the educational journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR219 Nursing Pharmacology II and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative 78%. Previous attempt of NUR219 Nursing Pharmacology II.

**REM299 DIMENSIONS IN NURSING (1 credit/20 lab)**

The primary objective of this course is to provide remediation aimed at enhancing the knowledge and skills pertinent to NUR299 Dimensions in Nursing. Remediation is a critical component in the educational journey of medical students, as it addresses specific areas of deficiency and reinforces foundational concepts. By participating in this course, students will receive targeted instruction and support, enabling them to achieve the competencies required for success in NUR299 Dimensions in Nursing and their future careers. This structured approach not only aids in academic improvement but also contributes to the development of a more proficient and confident medical workforce. For this course, a passing grade is a cumulative 78%. Previous attempt of NUR299 Dimensions in Nursing.

**SOC105 Interpersonal Communication (4 credits/40 hrs.)**

An examination of the practices and principles of interpersonal communication. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Prerequisite: None

**SOC300 DIVERSITY IN SOCIETY (4 credits /40 hrs.)**

This course is designed to provide students with the knowledge, skills and behaviors needed to demonstrate culturally sensitive competence in today's diverse global environment. Emphasis will be placed on the role of gender, race, ethnicity, religion, and economics on behavior of individuals and groups. The goal of the course is to provide students with an appreciation of human diversity and to work effectively with groups and individuals in an increasingly diverse environment. Prerequisite: None

**SOC101 PRINCIPLES OF SOCIOLOGY (4 credits /40 hrs.)**

An introduction to basic sociological concepts and the principles and methods employed in the scientific study of human societies. Topics include the socialization of individuals and groups, social stratification, social organization, deviant behavior, and the influences leading to social change. Prerequisite: None

# OWNERSHIP, BOARD OF DIRECTORS AND GOVERNANCE

## MCC HOLDINGS LLC, Ownership

### Beckfield College Board of Directors

Jeremy Oberfeld, Chief Executive Officer (CEO, MCC)

Max Stesel, Chief Operating Officer (COO, MCC)

Diana Lawrence, Beckfield College 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

### 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

### Terri Pullen, Executive Director of Accreditation, Compliance and Student Services

Doctor of Arts in Composition Rhetoric, Illinois State University

Master of Arts in English, Western Kentucky University

Bachelor of Arts in English, Western Kentucky University

### Erica Okere, Dean of Career Services

Doctor of Business Administration, Argosy University

Master of Business Administration, University of Phoenix

Bachelor of Science in Organizational Management, Wilberforce University

Paralegal Certificate, Capital University

### Cortney Tudor, Director of Student and International Services

Master of Science in Human Resource Leadership, Sullivan University

Master of Business Administration, Sullivan University

Bachelor of General Studies: Social Sciences, Indiana University

### Tanya Townsend, Librarian (Library and Bookstore Services)

Master of Arts in English, Northern Kentucky University

Bachelor of Arts in Secondary Education, Northern Kentucky University

### Kristen Bishop, Director of Admissions

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

### Samantha Dieman, Director of Human Resources

Bachelor of Science in Human Resources Management, Northern Kentucky University

**Bilal Abbasi, Director of Marketing**

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

**Angela Davis-Haynes, Director of Student Financial Services**

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

**Johanna Smith Nix, Community Relations Manager**

Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Northern Kentucky University  
Associate of Science in Nursing, Ivy Tech Community College

**Jocelyn Roy, Registrar**

Bachelor of Arts, Communications Electronic Media, Morehead State University

## Academic Administration and Faculty

All Beckfield College faculty have been determined to be qualified by their academic and professional credentials and experience to teach the courses assigned to them. The College’s faculty are classified as full-time or part-time/adjunct instructors. The College maintains a solid foundation of full-time faculty. However, as a career college, this foundation is augmented with part-time/adjunct instructors. In addition to their academic and professional credentials, they are currently working or have worked in the profession/academic discipline directly related to the courses assigned to them. Faculty are assigned to courses according to the availability of courses that they are qualified to teach, as well as their personal availability. Beginning in 2025, all faculty will be listed in the Beckfield College Catalog. Any changes throughout the year will be published in the Catalog Addendum Errata. Members of academic leadership are capitalized and listed at the beginning of each section. Occupational and/or Applied Science faculty members are identified as such in their title (OA). Part-time/adjunct instructors are identified with an asterisk (\*).

**ALLIED HEALTH**

**JENA HERNANDEZ, ALLIED HEALTH, DIAGNOSTIC MEDICAL SONOGRAPHY, PROGRAM DIRECTOR**

Master of Health Administration, University of Cincinnati  
Bachelor of Science in Diagnostic Medical Sonography, Grand Valley State University

**JONNA WINKLER, ALLIED HEALTH, MEDICAL MASSAGE THERAPY PROGRAM, PROGRAM DIRECTOR**

Master of Science in Anatomical Sciences Education, University of Florida  
Bachelor of Science in Exercise Science, Ohio State University  
Diploma in Massage Therapy, Healing Arts Institute

**Samantha Bobek, Allied Health, Diagnostic Medical Sonography, Faculty\***

Bachelor of Science in Medical Diagnostic Imaging –

Ultrasound, Fort Hays State University  
Bachelor of Science in Medical Diagnostic Imaging, Fort Hays State University  
Associate of Science in Radiologic Technology, Fort Hays State University

**Jaime Cowan, Allied Health, Diagnostic Medical Sonography, Clinical Coordinator & Faculty**

Bachelor of Science in Allied Health Sciences - Advanced Medical Imaging Technology, University of Cincinnati  
Associate of Science in Radiography, Indiana University

**Alicia Kleid, Allied Health, Medical Massage Therapy, Faculty\***

Bachelor of Arts in History, Northern Kentucky University  
Certificate in Massage Therapy, Gateway Community and Technical College

**Paige Morrison, Allied Health, Diagnostic Medical Sonography, Faculty\***  
Bachelor of Science in Sonography, Marshall University

## **BUSINESS**

**ANISHA DANIELS, PROGRAM DIRECTOR, BUSINESS**  
Doctor of Business Administration, Argosy University  
Master of Arts in Management, Antioch University  
McGregor  
Bachelor of Science in Communication, Ohio University

**Michael Buschur, Business Administration Faculty\***  
Master of Science in Management, Indiana Wesleyan University  
Bachelor of Science in Management, Indiana Wesleyan University

**Marie Edwards, Business Administration Faculty\***  
Master of Science in Management, Indiana Wesleyan University  
Bachelor of Arts in English with a Minor in Marketing, Northern Kentucky University

**Erica Okere, Business Administration Faculty, Dean of Career Services**  
Doctor of Business Administration, Argosy University  
Master of Business Administration, University of Phoenix  
Bachelor of Science in Organizational Management, Wilberforce University  
Paralegal Certificate, Capital University

## **GENERAL EDUCATION**

**MELINDA M. HODGE, DEAN OF GENERAL EDUCATION & ONLINE LEARNING**  
Master of Arts in Education, Northern Kentucky University  
Bachelor of Arts in Education, University of Kentucky

**Jennifer Ashbaugh, General Education Faculty\***  
Doctor of Philosophy in Anatomical Sciences and Neurobiology, University of Louisville  
Bachelor of Science in Forensic Science, Eastern Kentucky University

**Kathleen Behan, General Education Faculty\***  
Doctor of Education, Gwynedd Mercy University  
Master of Science in Human Anatomy and Physiology, Northeast College of Health Sciences  
Bachelor of Liberal Arts in Human Occupation Studies, Xavier University  
Associate of Applied Science in Massage Therapy, Cincinnati State Technical and Community College

**Michael Broughton, General Education Faculty\***  
Doctor of Chiropractic, National University of Health Sciences  
Bachelor of Science in Human Biology, National

University of Health Sciences  
Bachelor of Science in Nutrition, The Ohio State University

**Francie Case, General Education Faculty\***  
Master of Science in Nursing, Xavier University  
Bachelor of Science in Nursing, Xavier University

**Kathy Cloud, General Education Faculty\***  
Master of Arts in Organizational Management and Ethical Leadership, Thomas More University  
Bachelor of Business Administration, Thomas More University  
Associate of Applied Business in Health Care Administration, Brown Mackie College – Northern Kentucky  
Diploma in Medical Assisting, Northern Kentucky Health Occupations Center

**Barbara Demoss, General Education Faculty\***  
Master of Science in Nursing, University of Cincinnati  
Bachelor of Science in Biology, Xavier University

**Thomas Egan, General Education Faculty\***  
Doctor of Philosophy in Sociology, University of Kentucky  
Master of Arts in Sociology, University of Louisville  
Bachelor of Arts in Sociology, Bellarmine University

**Karen Guenther, General Education Faculty**  
Doctor of Chiropractic, National University of Health Sciences  
Master of Science in Human Anatomy and Physiology, Northeast College of Health Sciences  
Master of Health Services Administration, Xavier University  
Bachelor of Science in Biology, University of Cincinnati

**Pamela Hughes, General Education Faculty\***  
Doctor of Pharmacy, Ohio State University  
Bachelor of Science in Chemistry, Morehead State University

**Stephanie Lape, General Education Faculty\***  
Juris Doctorate, Chase College of Law, Northern Kentucky University  
Bachelor of Arts in History with a Minor in Mathematical Sciences, Northern Kentucky University

**Laura Laws, General Education Faculty, Learning Assistance Center Coordinator**  
Master of Arts in Education, Northern Kentucky University  
Bachelor of Science in Early Elementary Education, Brescia University  
Certification in Instructional Leadership Education Rank I

**Andrea Levi, General Education Faculty\***  
Master of Arts in Education, College of Mount St. Joseph  
Bachelor of Arts in Elementary Education, Thomas More College

**Alicia McEwen, General Education Faculty\***  
Master of Science in Human Factors/Industrial  
Psychology, Wright State University  
Bachelor of Arts in Psychology, Ball State University

**Maria McMMain, General Education Faculty\***  
Master of Arts in College of Professional Studies  
Bachelor of Arts in Elementary Education, Northern  
Kentucky University

**Lee Owens, General Education Faculty\***  
Master of Science in Nutrition Sciences, University of  
Cincinnati  
Bachelor of Arts and Sciences in Psychology, Ohio  
University

**Kathleen Renaker, General Education Faculty\***  
Master of Arts in Communication, University of Cincinnati  
Bachelor of Arts in Speech Communication with a Minor  
in Journalism, Northern Kentucky University

**Courtney Scheben, General Education Faculty\***  
Master of Arts in Professional Studies, Northern Kentucky  
University  
Bachelor of Arts in Early Childhood Education, University  
of Kentucky

**Rachel Severs, General Education Faculty\***  
Doctor of Applied Psychology, Western Kentucky  
University  
Master of Arts in Clinical Psychology, Western Kentucky  
University  
Bachelor of Arts in Psychology, University of Dayton

**Deborah Smalley, General Education Faculty\***  
Master of Arts & Sciences in Liberal Studies, Northern  
Kentucky University  
Bachelor of Arts in English with a Minor in Women's  
Studies, Northern Kentucky University

**Darrin Swisshelm, General Education Faculty\***  
Master of Arts in Teaching Secondary Math, Morehead  
State University  
Bachelor of Science in Mathematics, The Ohio State  
University

**Tanya Townsend, General Education Faculty, Librarian**  
Master of Arts in English, Northern Kentucky University  
Bachelor of Arts in English Education, Northern Kentucky  
University  
Associate of Arts in Pre-Secondary Education, University  
of Cincinnati  
Certificate in Creative Writing, Northern Kentucky  
University  
Certificate in Composition and Rhetoric Practicum,  
Northern Kentucky University

**Rodney Umbstead, General Education Faculty\***  
Master of Science in Biology, Morehead State University  
Bachelor of Science in Biology with a Minor in Integrated

Science, Morehead State University

## **NURSING**

**TAITUM GODFREY, DEAN OF NURSING**  
Master of Science in Nursing, Northern Kentucky  
University  
Bachelor of Science in Nursing, Beckfield College  
Associate of Applied Science in Nursing, Beckfield College

**DR. JEANNIE RIDDLE, PROGRAM DIRECTOR, AASN**  
Doctor of Nursing Practice, Northern Kentucky University  
Master of Science in Nursing, Northern Kentucky  
University  
Bachelor of Science in Nursing, Mount St. Joseph  
University

**DR. CAROL STEFANIAK, LEAD FACULTY/ PD, BSN / RN –  
BSN, INTERIM LEAD FACULTY/ PD, PN**  
Doctor of Nursing Practice, Old Dominion University  
Master of Science in Nursing, Otterbein University  
Associate of Applied Science with a Major in Nursing  
Technology, Central Ohio Technical College

**Abby Armstrong, Nursing Faculty**  
Master of Science in Nurse Midwifery Program,  
University of Cincinnati  
Master of Science in Nursing, Mount St. Joseph University  
Bachelor of Arts in Communication, University of  
Cincinnati

**Bridgett Byrd, Nursing Faculty\***  
Bachelor of Science in Nursing, Western Governors  
University  
Associate of Applied Science in Nursing, Central Texas  
College

**Jennifer Cefaratti, Nursing Faculty\***  
Master of Science in Nursing, Northern Kentucky  
University  
Bachelor of Science in Nursing, Mount St. Joseph  
University  
Associate of Applied Science in Nursing, Northern  
Kentucky University

**Shyla Chapman, Nursing Faculty\***  
Master of Science in Nursing, Northern Kentucky  
University  
Bachelor of Science in Nursing, Indiana University  
Associate of Science in Nursing, Ivy Tech Community  
College

**LeAnna Deaton, Nursing Faculty\***  
Bachelor of Science in Nursing, Beckfield College

**Leah Dressman, Nursing Faculty\***  
Bachelor of Science in Nursing, Thomas More University  
Associate of Applied Science in Nursing, Beckfield College

**Jennifer Freeman, Clinical Coordinator, Nursing Faculty\***  
Master of Science in Nursing, Ohio University  
Bachelor of Science in Nursing, Capital University

**Monica Freudenberg, Nursing Faculty\***  
Bachelor of Science in Nursing, Thomas More University  
Associate of Applied Science in Nursing, Beckfield College

**Jolene Geiman, Nursing Faculty\***  
Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Northern Kentucky University

**Vanessa Haywood, Nursing Faculty\***  
Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing & Health Professions, Northern Kentucky University  
Associate of Applied Science in Nursing, Northern Kentucky University

**Linda Higgs, Nursing Faculty\***  
Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Beckfield College  
Associate of Applied Science in Nursing, Beckfield College

**Marley Huber, Nursing Faculty\***  
Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Xavier University

**Marion Lee Johnson, Nursing Faculty\***  
Doctor of Nursing Practice, Walden University  
Master of Science in Nursing, Walden University  
Nursing Preparation Program, Walden University  
Associate Degree in Nursing, Fortis College

**Heidi Kramer, Nursing Faculty\***  
Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, University of Cincinnati  
Associate of Applied Science in Nursing, Beckfield College

**Irene Linsmayer, Nursing Faculty\***  
Master of Science in Nursing, Walden University  
Associate of Applied Science in Nursing, Northern Virginia Community College

**Ashley Mayfield, Nursing Faculty\***  
Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Beckfield College  
Associate of Applied Science in Nursing, Beckfield College

**Elizabeth Mockbee, Nursing Faculty\***  
Bachelor of Science in Nursing, Thomas More University  
Associate of Applied Science in Nursing, Galen College of Nursing

**Johannah Nix, Nursing Faculty, Community Relations Manager**  
Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Northern Kentucky University  
Associate of Science in Nursing, Ivy Tech Community College

**Denise Pattison, Nursing Faculty\***  
Doctor of Nursing Practice, University of Cincinnati  
Master of Science in Nursing, Georgetown University  
Bachelor of Science in Nursing, University of Cincinnati

**Ashley Powell, Nursing Faculty\***  
Master of Science in Nursing, Grand Canyon University  
Bachelor of Science in Nursing, Marian University

**Natasha Radic, Nursing Faculty\***  
Doctor of Nursing Practice, Northern Kentucky University  
Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Ohio University  
Associate of Applied Science in Nursing, Cincinnati State Technical and Community College

**Nancy Ritzenthaler, Nursing Faculty\***  
Bachelor of Science in Nursing, Northern Kentucky University

**Felicia Rohman, Nursing Faculty\***  
Bachelor of Science in Nursing, Northern Kentucky University  
Associate of Applied Science in Nursing, Beckfield College

**Mary Anne Schneider, Nursing Faculty**  
Doctor of Nursing Practice, Northern Kentucky University  
Master of Science in Nursing, Walden University  
Bachelor of Science in Nursing, Walden University

**Brittany Shinkle, Clinical Coordinator**  
Bachelor of Science in Nursing

**Natasha Shipe, Nursing Faculty\***  
Associate of Applied Science in Nursing, Beckfield College

**Amanda Simpson, Nursing Faculty\***  
Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Northern Kentucky University

**Jan Skavdahl, Nursing Faculty\***  
Master of Science in Nursing, University of California, Los Angeles  
Bachelor of Science in Nursing, California Lutheran University

**Stephanie N. Smith, Nursing Faculty**

Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Ohio University  
Associate of Applied Science in Nursing, Cincinnati State Technical and Community College  
Associate of Science in Science, Cincinnati State Technical and Community College

**Elizabeth Tomlinson, Nursing Faculty\***

Master of Science in Nursing, Northern Kentucky University  
Bachelor of Science in Nursing, Northern Kentucky University  
Associate of Applied Science in Nursing, Beckfield College

**Chukwuemeka Uzoma, Nursing Faculty\***

Master of Science in Nursing, Indiana Wesleyan University  
Bachelor of Science in Nursing, University of Cincinnati

**Barbara Vazquez, Nursing Faculty\***

Bachelor of Science in Nursing, University of Louisville  
Associate of Applied Science in Nursing, Miami University

**Doug Warren, Nursing Faculty, Simulation Coordinator**

Bachelor of Science in Nursing, Beckfield College  
Associate of Applied Science in Nursing, Beckfield College

**Devin Watkins, Nursing Faculty\***

Master of Science in Nursing, Purdue University Global  
Bachelor of Science in Nursing, Thomas More University

**Katie Weingartner, Nursing Faculty\***

Doctor of Nursing Practice, Jacksonville University  
Master of Science in Nursing, Jacksonville University  
Bachelor of Science in Nursing, Jacksonville University  
Associate of Applied Science in Nursing, Beckfield College

**Amber Wilson, Nursing Faculty\***

Doctor of Nursing Practice, Indiana State University  
Master of Science in Nursing, Indiana State University  
Bachelor of Science in Nursing, University of Southern Indiana  
Associate of Science in Nursing, Ivy Tech Community College

**Jordan Yelton, Nursing Faculty\***

Associate of Applied Science in Nursing, Beckfield College



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