The Catalog Supplement is not a standalone document and must be accompanied by the most current version of the catalog.

For more information about our graduation rates, median debt of students who completed Brookline College programs, and other important consumer information, please visit the “Reporting and Disclosure” link on our website at www.brooklinecollege.edu
School Calendar and Tuition and Fees

The tuition and fees outlined below may vary for individual students who have transfer credit or who complete competency examination(s) or credit by examination associated with their specific program of study. The cost of textbooks and uniforms, as applicable to a specific program, are included in the total program costs. For the programs charged on a credit load basis per semester, the charges are assessed at the beginning of the semester. Tuition and Fees are subject to change at any time.

During weeks that contain holidays, make-up hours will be scheduled to be completed before the term or module ends.

Phoenix Campus Residential and Online Programs

Master Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Start Dates</th>
<th>Graduation Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing, Nursing-Health Systems Administration</td>
<td>01/04/16</td>
<td>12/18/16</td>
</tr>
<tr>
<td>Nursing</td>
<td>05/02/16</td>
<td>04/23/17</td>
</tr>
<tr>
<td>Nursing, Nursing-Health Systems Administration</td>
<td>08/29/16</td>
<td>08/20/17</td>
</tr>
</tbody>
</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17; and, intentional breaks between consecutive terms/semesters. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Technology Fee</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science – Nursing (1)</td>
<td>$15,000</td>
<td>$675</td>
<td>$15,675</td>
</tr>
<tr>
<td>Master of Science – Nursing, Health Systems Administration (1)</td>
<td>$15,000</td>
<td>$675</td>
<td>-</td>
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</tbody>
</table>

*Technology Fees (for Online Only): $675 total per program (online student are charged $225 per payment period for technology fees. Master Degree programs consist of three (3) payment periods. Therefore, $225 x 3 = $675).

(1) Tuition for Master of Science in Nursing and Master of Science in Nursing- Health Systems Administration is charged each semester on a per credit hour basis at the rate of $416.67/per credit hour.

Bachelor Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Nursing</th>
<th>Nursing for Baccalaureate Degree Graduates</th>
<th>RN to BSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
<td>Graduation Dates</td>
<td>Graduation Dates</td>
</tr>
<tr>
<td>01/04/16</td>
<td>08/12/18</td>
<td>04/23/17</td>
<td>04/23/17</td>
</tr>
<tr>
<td>02/29/16</td>
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<td>06/25/17</td>
</tr>
<tr>
<td>05/02/16</td>
<td>12/9/18</td>
<td>08/20/17</td>
<td>08/20/17</td>
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<td>06/27/16</td>
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<td>10/22/17</td>
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<td>08/29/16</td>
<td>04/21/19</td>
<td>12/17/17</td>
<td>12/17/17</td>
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<td>10/24/16</td>
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<td>02/25/18</td>
</tr>
<tr>
<td>Programs</td>
<td>Medical Laboratory Science</td>
<td>Criminal Justice, Health Care Administration, and Management</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/04/16</td>
<td>04/23/17</td>
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<tr>
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<td>02/22/16</td>
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<td></td>
</tr>
<tr>
<td>05/02/16</td>
<td>08/20/17</td>
<td>09/16/18</td>
<td></td>
</tr>
<tr>
<td>06/06/16</td>
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<td>11/25/18</td>
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<td>08/15/16</td>
<td>Not Offered</td>
<td>01/13/19</td>
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<td>08/29/16</td>
<td>12/17/17</td>
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<tr>
<td>09/19/16</td>
<td>Not Offered</td>
<td>02/17/19</td>
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<tr>
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<td>04/28/19</td>
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</tr>
</tbody>
</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17; nursing students have intentional breaks between consecutive terms/semester. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Technology Fee</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science – Medical Laboratory Science(^{(1)})</td>
<td>$60,000</td>
<td>N/A</td>
<td>$60,000</td>
</tr>
<tr>
<td>Bachelor of Science – Criminal Justice(^{(2)})</td>
<td>$60,000</td>
<td>$1,800</td>
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</tr>
<tr>
<td>Bachelor of Science – Health Care Administration(^{(2)})</td>
<td>$60,000</td>
<td>$1,800</td>
<td>–</td>
</tr>
<tr>
<td>Bachelor of Science – Management(^{(2)})</td>
<td>$60,000</td>
<td>$1,800</td>
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</tr>
<tr>
<td>Bachelor of Science in Nursing(^{(3)})</td>
<td>$85,000</td>
<td>N/A</td>
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<tr>
<td>Bachelor of Science in Nursing for Baccalaureate Degree Graduates(^{(4)})</td>
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<tr>
<td>Bachelor of Science Nursing – RN to BSN(^{(5)})</td>
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<td>$900</td>
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</tbody>
</table>

\(^{*}\) Technology Fees \(\textit{for Online Only}\): $1,800 total per program (online student are charged $225 per payment period for technology fees. Bachelor Degree programs consist of eight (8) payment periods. Therefore, $225 x 8 = $1,800).

\(^{(1)}\) Tuition for the Bachelor of Science – Medical Laboratory Science is charged each semester on a per credit load basis at the rate of: $491.80/per credit hour.

\(^{(2)}\) Tuition for the Bachelor of Science Criminal Justice, Health Care Administration, and Management is charged each semester on a per credit load basis at the rate of: $500/per credit hour.

\(^{(3, 4)}\) Tuition for the Bachelor of Science – Nursing, and Nursing for Baccalaureate Degree Graduates is charged each semester on a per credit load basis at the rate of: $696.72/per credit hour.

\(^{(5)}\) Tuition for the Bachelor of Science – RN to BSN program is charged each semester at the rate of $500/per credit hour for all Nursing courses and $166.67/per credit hour for general education courses.
Associate Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Business, Criminal Justice and Health Care Administration</th>
<th>Allied Health</th>
<th>Medical Laboratory Technician</th>
<th>Physical Therapist Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
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<td></td>
<td></td>
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<tr>
<td>01/04/16</td>
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<td>04/23/17</td>
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<tr>
<td>01/18/16</td>
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<td>Not Offered</td>
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</tr>
<tr>
<td>02/22/16</td>
<td>04/30/17</td>
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</tr>
<tr>
<td>02/29/16</td>
<td>Not Offered</td>
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</tr>
<tr>
<td>03/28/16</td>
<td>06/04/17</td>
<td>10/23/16</td>
<td>Not Offered</td>
<td>Not Offered</td>
</tr>
<tr>
<td>05/02/16</td>
<td>07/09/17</td>
<td>11/27/16</td>
<td>08/20/17</td>
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<tr>
<td>06/06/16</td>
<td>08/13/17</td>
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</tr>
<tr>
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</tr>
<tr>
<td>10/24/16</td>
<td>01/14/18</td>
<td>6/4/17</td>
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<td>11/28/16</td>
<td>02/18/18</td>
<td>7/9/17</td>
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</tr>
</tbody>
</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17; and physical therapist assistant students have intentional breaks between consecutive terms/semester. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Technology Fee*</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residential</td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>Associate of Science – Allied Health(3)</td>
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<td>$450</td>
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<tr>
<td>Associate of Science – Business(1)</td>
<td>$30,000</td>
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<td>$30,900</td>
</tr>
<tr>
<td>Associate of Science – Criminal Justice(1)</td>
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<td>$900</td>
<td>$30,900</td>
</tr>
<tr>
<td>Associate of Science – Health Care Administration(3)</td>
<td>$30,000</td>
<td>$900</td>
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</tr>
<tr>
<td>Associate of Science – Medical Laboratory Technician(2)</td>
<td>$30,000</td>
<td>–</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Physical Therapist Assistant(1)</td>
<td>$35,000</td>
<td>–</td>
<td>$35,000</td>
</tr>
</tbody>
</table>

*Technology Fees (for Online Only): $900 total per program (online student are charged $225 per payment period for technology fees. Associate Degree programs consist of four (4) payment periods (excluding the Allied Health program which consists of two (2) payment periods). Therefore, $225 x 4 = $900).

(1) Tuition for the Associate of Science in Business, Criminal Justice, Health Care Administration, and Physical Therapist Assistant is charged each semester on a per credit hour basis at the rate of: $500/per credit hour.

(2) Tuition for the Associate of Science in Medical Laboratory Technician is charged each semester on a per credit hour basis at the rate of: $483.87.

(3) Tuition for the Associate of Science in Allied Health is charged each semester on a per credit hour basis at the rate of: $492.50.
### Diploma Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Medical Assistant</th>
<th>Medical Insurance Billing &amp; Coding</th>
<th>Patient Care Technician</th>
<th>Pharmacy Technician</th>
<th>Phlebotomy Technician</th>
<th>Dental Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>01/18/16</td>
<td>10/16/16</td>
<td>10/16/16</td>
<td>10/16/16</td>
<td>10/16/16</td>
<td>10/23/16</td>
</tr>
<tr>
<td></td>
<td>02/22/16</td>
<td>11/20/16</td>
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<td>11/20/16</td>
<td>11/20/16</td>
<td>11/27/16</td>
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<td>06/04/17</td>
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<tr>
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<tr>
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<td>08/06/17</td>
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<td>09/10/17</td>
<td>09/17/17</td>
</tr>
</tbody>
</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.

### Program Costs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Technology Fees</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residential</td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>Diploma – Dental Assistant(3)</td>
<td>$15,225</td>
<td>–</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Assistant(2)</td>
<td>$15,225</td>
<td>–</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Insurance Billing &amp; Coding(2)</td>
<td>$15,225</td>
<td>–</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Patient Care Technician(4)</td>
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<tr>
<td>Diploma – Pharmacy Technician(2)</td>
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<tr>
<td>Diploma – Phlebotomy Technician(2)</td>
<td>$15,225</td>
<td>–</td>
<td>$15,225</td>
</tr>
</tbody>
</table>

Additional Student Costs – If applicable, the following fees are paid by the student and are not included in the program cost. Fees shown are estimated and subject to change.

- Credit by Examination Test: $40.00
- Certification/Licensure (Allied Health): Cost varies by entity
- Graduation Caps and Gowns: Cost may vary

(2) Tuition for the Diploma – Medical Assistant, Medical Insurance Billing and Coding, Pharmacy Technician and Phlebotomy Technician is charged each semester on a per credit hour basis at the rate of: $483.33/per credit hour.

(3) Tuition for the Diploma – Dental Assistant is charged each semester on a per credit hour basis at the rate of: $475.78/per credit hour.

(4) Tuition for the Diploma – Patient Care Technician is charged each semester on a per credit hour basis at the rate of: $543.75/per credit hour.
Tempe Campus Residential Programs

### Associate Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Criminal Justice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Date</td>
</tr>
<tr>
<td>01/18/16</td>
<td>03/26/17</td>
</tr>
<tr>
<td>02/22/16</td>
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</tr>
<tr>
<td>11/28/16</td>
<td>02/18/18</td>
</tr>
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</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science – Criminal Justice(1)</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

(1) Tuition for the Associate of Science – Criminal Justice is charged each semester on a per credit hour basis at the rate of: $500/per credit hour.

### Diploma Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Surgical Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
</tr>
<tr>
<td>03/28/16</td>
<td>06/11/17</td>
</tr>
<tr>
<td>07/11/16</td>
<td>10/1/17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programs</th>
<th>Medical Assistant</th>
<th>Medical Insurance Billing &amp; Coding</th>
<th>Patient Care Technician</th>
<th>Pharmacy Technician</th>
<th>Phlebotomy Technician</th>
<th>Dialysis Technician</th>
<th>Dental Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
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</tr>
</tbody>
</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.
<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma – Dental Assistant(3)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Dialysis Technician(5)</td>
<td>$15,225</td>
<td>$15,225</td>
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<tr>
<td>Diploma – Medical Assistant(2)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Insurance Billing &amp; Coding(2)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Patient Care Technician(4)</td>
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<tr>
<td>Diploma – Pharmacy Technician(2)</td>
<td>$15,225</td>
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</tr>
<tr>
<td>Diploma – Phlebotomy Technician(2)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Surgical Technology(6)</td>
<td>$28,500</td>
<td>$28,500</td>
</tr>
</tbody>
</table>

Additional Student Costs – If applicable, the following fees are paid by the student and are not included in the program cost. Fees shown are estimated and subject to change.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Examination Test</td>
<td>$40.00</td>
</tr>
<tr>
<td>Certification /Licensure (Allied Health)</td>
<td>Cost varies by entity</td>
</tr>
<tr>
<td>Graduation Caps and Gowns</td>
<td>Cost may vary</td>
</tr>
</tbody>
</table>

(2) Tuition for the Diploma – Medical Assistant, Medical Insurance Billing and Coding, Pharmacy Technician and Phlebotomy Technician is charged each semester on a per credit hour basis at the rate of: $483.33/per credit hour.

(3) Tuition for the Diploma – Dental Assistant is charged each semester on a per credit hour basis at the rate of: $475.78/per credit hour.

(4) Tuition for the Diploma – Patient Care Technician is charged each semester on a per credit hour basis at the rate of: $543.75/per credit hour.

(5) Tuition for the Diploma – Dialysis Technician is charged each semester on a per credit hour basis at the rate of: $468.46/per credit hour.

(6) Beginning with the May start, tuition for the Diploma - Surgical Technology will be billed per credit hour at the rate of $479/credit hour.
Tucson Campus Residential Programs

Bachelor Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Criminal Justice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
</tr>
<tr>
<td>01/18/16</td>
<td>06/03/18</td>
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<td>02/22/16</td>
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<tr>
<td>11/28/16</td>
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</tbody>
</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science – Criminal Justice</td>
<td>$60,000</td>
<td>$60,000</td>
</tr>
</tbody>
</table>

(1) Tuition for the Bachelor of Science in Criminal Justice is charged each semester on a per credit hour basis at the rate of $500/per credit hour.

Associate Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Business</th>
<th>Criminal Justice</th>
<th>Paralegal Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/18/16</td>
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<td>02/18/18</td>
<td>02/18/18</td>
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</tr>
</tbody>
</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.
Tuition for the Associate of Science in Business, Criminal Justice, and Paralegal Studies is charged each semester on a per credit hour basis at the rate of: $500/per credit hour.

### Diploma Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
</tr>
<tr>
<td>01/18/16</td>
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<tr>
<td>11/28/16</td>
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</tbody>
</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.
<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma – Business(1)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Assistant(2)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Insurance Billing &amp; Coding(2)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Patient Care Technician(3)</td>
<td>$15,225</td>
<td>$15,225</td>
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<tr>
<td>Diploma – Pharmacy Technician(2)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Phlebotomy Technician(2)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
</tbody>
</table>

1) Tuition for the Diploma – Business is charged each semester on a credit hour basis at the rate of: $422.92/per credit hour.

2) Tuition for the Diploma – Medical Assistant, Medical Insurance Billing and Coding, Pharmacy Technician and Phlebotomy Technician is charged each semester on a per credit hour basis at the rate of: $483.33/per credit hour.

3) Tuition for the Diploma – Patient Care Technician is charged each semester on a per credit hour basis at the rate of: $543.75/per credit hour.

Additional Student Costs – If applicable, the following fees are paid by the student and are not included in the program cost. Fees shown are estimated and subject to change.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Examination Test</td>
<td>$40.00</td>
</tr>
<tr>
<td>Certification /Licensure (Allied Health)</td>
<td>Cost varies by entity</td>
</tr>
<tr>
<td>Graduation Caps and Gowns</td>
<td>Cost may vary</td>
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</tbody>
</table>
Albuquerque Campus Residential Programs

Bachelor Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Criminal Justice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
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</table>

Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17; nursing students have intentional breaks between consecutive terms/semester. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition*</th>
<th>Total Program Costs</th>
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<tbody>
<tr>
<td>Bachelor of Science – Criminal Justice(^{(1)})</td>
<td>$60,000</td>
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</tr>
<tr>
<td>Bachelor of Science in Nursing(^{(3)})</td>
<td>$85,000</td>
<td>$85,000</td>
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<tr>
<td>Bachelor of Science in Nursing for Baccalaureate Degree Graduates(^{(2)})</td>
<td>$49,467</td>
<td>$49,467</td>
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</table>

\(^{(1)}\) New Mexico Gross receipt Tax of 7.0% will be added to the tuition shown, the amount will reflect on the enrollment agreement.

\(^{(2)}\) Tuition for the Bachelor of Science – Nursing and Nursing for Baccalaureate Degree is charged each semester on a per credit hour basis at the rate of: $696.72 per credit hour.

\(^{(3)}\) Tuition for the Bachelor of Science - Criminal Justice is charged each semester on a per credit hour basis at the rate of: $500 per credit hour.

Associate Degree Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Accounting</th>
<th>Business</th>
<th>Criminal Justice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>Graduation Dates</td>
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<tr>
<td>01/18/16</td>
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</table>
Expected graduation dates include a two-week winter break from 12/19/16 through 01/01/17. Expected graduation dates are subject to change due to a Leave of Absence, repeated course, or a change of program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science – Accounting</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Business</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Criminal Justice</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

*New Mexico Gross receipt Tax of 7.0% will be added to the tuition shown, the amount will reflect on the enrollment agreement.

(1) Tuition for the Associate of Science – Accounting, Business, Criminal Justice and Paralegal Studies is charged each semester on a per credit hour basis at the rate of: $500/per credit hour.

**Diploma Programs**

<table>
<thead>
<tr>
<th>Programs</th>
<th>Patient Care Technician</th>
<th>Medical Insurance Billing &amp; Coding</th>
<th>Pharmacy Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start Dates</td>
<td>Graduation Dates</td>
<td>Start Dates</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>01/18/16</td>
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<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma – Medical Assistant</td>
<td>$15,225</td>
<td>$15,225</td>
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</tbody>
</table>
### Diploma Options

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Tuition 1</th>
<th>Tuition 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma – Medical Insurance Billing &amp; Coding</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Patient Care Technician (Fast Track)</td>
<td>$12,500</td>
<td>$12,500</td>
</tr>
<tr>
<td>Diploma – Pharmacy Technician</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
</tbody>
</table>

*New Mexico Gross receipt Tax of 7.0% will be added to the tuition shown, the amount will reflect on the enrollment agreement.*

**Additional Student Costs** – If applicable, the following fees are paid by the student and are not included in the program cost. Fees shown are estimated and subject to change.

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<td>Cost varies by entity</td>
</tr>
<tr>
<td>Graduation Caps and Gowns</td>
<td>Cost may vary</td>
</tr>
</tbody>
</table>

Tuition for the Diploma – Medical Assistant, Medical Insurance Billing and Coding, Pharmacy Technician is charged each semester on a per credit hour basis at the rate of: $483.33/per credit hour.

Tuition for the Diploma – Patient Care Technician is charged each semester on a per credit hour basis at the rate of: $462.96/per credit hour.
Board of Directors

**Manager**
C. Cathleen Raffaeli

**Manager**
Oksana Malysheva

**Manager**
Vinod Paniker

**Executive Administration**
C. Cathleen Raffaeli – Interim President and CEO
Gerald Collins – Corporate Director of Operations
Matthew Egan – Chief Compliance Officer
Dr. Diane Breckenridge, PhD, MSN, RN, ANEF – Vice President of Nursing
Erica Boothe – Director of Accreditation
Catalog Corrections/Additions

Effective 3/18/2016

Page 40 under “Course Numbering System and Sequence” - replace current info with that listed below:

Course Numbering System and Sequence

- Allied Health Diploma programs are comprised of Modules.
- Dialysis Technician, Dental Assistant, and Patient Care Technician (fast track) Diploma programs are comprised of 100-level courses and/or Modules.
- Associate degrees include 100-level and 200-level courses (i.e., lower division courses).
- Academic years three and four of the Bachelor degree are comprised of 300- and 400-level courses (i.e., upper division courses).
- Master’s degree courses include 600- and 700-level courses.
- Courses and modules may be taken in any order. Any exceptions are noted as prerequisites/co-requisites in the individual course description. A student may petition the Director of Education to permit an exception to a prerequisite/co-requisite rule. The prerequisite system, as listed in the course description section of this catalog, identifies the proper qualification of students for any given course. Course sequencing is based on prerequisites and scheduling options.

**Update to item added to the supplement 10/08/15”

Not Scheduled Time Off Policy

Diploma program students may be placed in a not scheduled time off (NSTO) status up to a maximum of 45 calendar days beginning at the end of a module and/or their LDA until their return date. In order to be placed on NSTO a change of status form indicating NSTO must be submitted by the Program Director to the Registrar with the Director of Education’s approval. Written understanding of the time off and return process must be included on the change of status form with the student’s signature. This status is to be used for times when a student does not have available to them the class that is required, typically due to transfer credit. If the gap in the schedule is less than 14 days, no action is required. The student is required to be in attendance on the return date. If no attendance is posted on that date, the student will be withdrawn from the program.

Degree program students may have gaps in their schedule for reasons including class offerings, transfer credits or not registering for a class during that time. The NSTO policy may be used for these students and a change of status form indicating NSTO must be submitted by the Program Director to the Registrar with the Director of Education’s approval or by the Dean of Nursing to the Registrar. Written understanding of the time off and return process must be included on the change of status form with the student’s signature. If the gap in the schedule is less than 14 days, no action is required. Degree program students may remain on NSTO until the beginning of the following term. Students can have a maximum of 45 days on NSTO. The student is required to be in attendance the first day of the following term or the student will be withdrawn from the program.

If either a diploma or degree student does not return on their scheduled return date, and is therefore withdrawn, a Return of Title IV calculation is performed and refunds are made as necessary. Any student on NSTO will not receive Title IV funds or any stipends during that time period.

**See page 37 “Program – Specific Requirements Section”

Bachelor of Nursing (BSN) Program

14
HESI A2
Tier 1: A minimum composite score of 80% on the HESI A2; and a minimum score of 80% on the math and 80% on the vocabulary parts.

Tier 2: A minimum composite score of 75% - 79% on the HESI A2; and a minimum score of 75% - 79% on the math and 75% - 79% on the vocabulary parts.

Tier 1 applicants will receive priority placement into the BSN program track. Tier 2 applicants will receive placement into the BSN program track and will be required to enroll into the Promoting Achievement and Student Success (PASS) program, complete introductory level math and English courses, and success workshops.

SCREENING APPLICANTS WITH A HISTORY OF PREVIOUS NURSING PROGRAM DISMISSAL

In addition to HESI scores, applicants will be asked to complete a form used to identify reasons for dismissal. Four categories will be used (1) course grades, (2) work life/family issues, (3) professional conduct, and (4) other – applicant to provide a written explanation for dismissal related to “other”. Disclosure of dismissal reason does not guarantee admission or denial to the nursing program. Admission to the program will be determined based on the applicant’s reason for dismissal and the personal interview with the dean or dean designee. If the applicant is granted admission to the nursing program the applicant will also meet with the Promoting Achievement and Student Success (PASS) Coordinator to discuss an academic success plan which will include at minimum mandatory entrance into the PASS program.

Diploma - Patient Care Technician (Tucson Campus Only)
31.5 CREDITS - 720 CLOCK HOURS – 39 WEEKS

The Patient Care Technician Program provides training for entry level positions to effectively function in the role of a patient care technician in a clinic, hospital, urgent care facility, rehabilitation facility or other health care environment.

<table>
<thead>
<tr>
<th>Program Concentration – 31.5 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module C Role of the Patient Care Technician</td>
<td>4</td>
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<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module D Physical and Occupational Therapy Skills</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module E Phlebotomy, Electrocardiography, and Respiratory Therapy Skills</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module F Patient Care Skills</td>
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<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PCT Module G Personal Care Charting</td>
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<td>40</td>
<td>40</td>
<td>0</td>
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<tr>
<td>PCT Module H PCT Practicum</td>
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<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>31.5</strong></td>
<td><strong>280</strong></td>
<td><strong>280</strong></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>

**Update to item added to supplement on 2/16/16 titled “Brookline Graduate Grant”

Brookline Graduate Grant
Brookline College offers the Graduate Grant to current online students who are enrolled in the Associate of Science in Criminal Justice and the Associate of Science in Health Care Administration programs. Students enrolled in these programs are eligible to apply for the Graduate Grant if three or more courses remain in their program as of the 02/22/16 session. Current online students enrolled in the Associate of Science in Business program are eligible to apply for the Graduate Grant if three of more courses remain in their program as of the 3/28/16 session.

The Graduate Grant will be awarded to students who have a grade point average (GPA) of 2.0 or greater and have met Satisfactory Academic Progress (SAP) standards at the time of graduation.

The selection committee will approve applications and award the Graduate Grant to eligible recipients after successful completion of the program and when graduation requirements are met. The Grant will be equivalent to the tuition of the students’ last course and is neither transferable nor refundable to the student. If a student withdraws prior to the completion of the program, the remaining balance will be due and collected by Brookline College.
**Removal of item added to supplement on 2/16/16 titled “Brookline Future Grant”**

Brookline Future Grant
Brookline College offers the Brookline Future Grant to graduates who have received a Bachelor’s Degree in Nursing at Brookline College and wish to continue their academic progression by enrolling into a Master of Science in Nursing program.

The Brookline Future Grant will reduce the tuition cost of each course in the program by 20% at the time of enrollment. Eligible recipients will have graduated from Brookline College with a Bachelor’s Degree in Nursing, will meet all admission requirements for the master’s degree program, and will be in good financial standing with the College as well as up to date on any payment obligations. Continued eligibility will be based upon continuous enrollment and maintaining satisfactory academic progress. Textbooks and course materials are included with the tuition. Technology fees associated with the program are not eligible for the discount. The Brookline Future Grant cannot be combined with any other institutional discount, grant, or scholarship. The Grant is neither transferable nor refundable to the student.

**See page 42, under “Grading Scale/System” (Replace paragraph underneath the first table)**

*For Allied Health, Health Care, Paralegal, Criminal Justice and Forensics and Investigation programs, a grade of “D*” in a program concentration course is considered unsatisfactory and the course must be repeated. A grade of “D” in a General Education and/or Additional Course Requirement course is considered satisfactory.

**See page 64, under “Diploma and Undergraduate Course Descriptions”**

Add/Replace Course Descriptions listed below:

**BI 300 Introduction to Genetics**
3.0 Semester Credit Hours - 45 Clock Hours
45 hrs. Lecture 0 hrs. Lab
This course is an introduction to human genetics and cell biology. Topics will include molecular biology including the structure of DNA and the influence of genes on human development. Methods of inheritance, expression of DNA and the transmission of DNA across generations and within populations will be covered. Students will learn about Mendelian and non-Mendelian inheritance, structure and function of chromosomes and genomes, biological variation due to recombination, mutation, and selection. A detailed look at the eukaryotic cell structures and functions are included.
No prerequisite

**CHM 100 General Chemistry**
3.0 Semester Credit Hours - 45 Clock Hours
45 hrs. Lecture 0 hrs. Lab
This is an introductory course of basic chemistry concepts. Topics explored are basic math and measurements, metric system, matter and energy, atoms and molecules, ionic and covalent bonding, naming of compounds, chemical reactions, gases, solutions, acids and bases, and introduction into organic molecules.
No prerequisite

**CHM 320 Organic Chemistry**
3.0 Semester Credit Hours - 45 Clock Hours
45 hrs. Lecture 0 hrs. Lab
This course introduces the physical and chemical properties of organic compounds including alkanes, alkenes, alkynes, and alcohols. This course emphasizes organic compound nomenclature, structure, stereochemistry, and types of reaction mechanisms and other chemical characterizations.
PREREQUISITE: Satisfactory completion of CHM 100 GENERAL CHEMISTRY
CHM 340 Principles of Biochemistry
3.0 Semester Credit Hours - 45 Clock Hours
45 hrs. Lecture 0 hrs. Lab
This course provides the opportunity for learners to study life at the molecular level by applying the knowledge acquired in general chemistry, biology and organic chemistry to biochemistry principles. This course provides an overview of biochemistry principles including the properties of proteins, enzymes, carbohydrates and lipids and their role in organism metabolic pathways.
PREREQUISITE: Satisfactory completion of CHM 100 GENERAL CHEMISTRY and CHM 320 ORGANIC CHEMISTRY

MLS 300 Advanced Clinical Chemistry
3.0 Semester Credit Hours - 60 Clock Hours
30 hrs. Lecture 30 hrs. Lab
This course provides advanced examination of the operations of a clinical chemistry laboratory with emphasis on correlating abnormal test results to disease states. Instrumentation principles are reviewed and well as quality assurance procedures. Students are expected to apply molecular diagnostic principles to clinical chemistry testing, demonstrate teaching and training of learned concepts, and the management of laboratory operations in clinical chemistry. Principles of research practices in a clinical chemistry laboratory are introduced.
PREREQUISITE: Satisfactory completion of MLT 120 Clinical Chemistry I and MLT 135 Clinical Chemistry II

MLS 310 Techniques of Molecular Biology
4.0 Semester Credit Hours - 75 Clock Hours
45 hrs. Lecture 30 hrs. Lab
The theory and practical uses of instrumentation and procedures currently used to analyze nucleic acids and proteins are introduced. Directed laboratory exercises in molecular biology techniques and independent student research are included. Techniques learned include gene cloning, nucleic acid isolation, PCR and RT-PCR techniques, nucleic acid and protein electrophoresis and Southern hybridization. Instruction in the fundamentals of the use of bioinformatics tools to analyze nucleic acid and protein sequences is also incorporated. Student groups conduct a semester-long research project using the research tools and techniques taught in the course.
PREREQUISITE: Satisfactory completion of BI 165 Introduction to Biology

MLS 315 Laboratory Operations
2.0 Semester Credit Hours - 00 Clock Hours
30 hrs. Lecture 0 hrs. Lab
This course provides an introduction to the expanding role of the medical laboratory scientist in healthcare. Topics in management include fiscal, resource and personnel issues. Legal and ethical issues in healthcare will be incorporated as well as day to day oversight of customer satisfaction, problem solving, scheduling, time management, instrument selection, quality assurance and assessment.
No prerequisite

MLS 405 Advanced Hematology
3.0 Semester Credit Hours - 60 Clock Hours
30 hrs. Lecture 30 hrs. Lab
In-depth examination of normal and abnormal hematology and coagulation results with an emphasis on correlating abnormal test results to disease states is the focus of this course. Bone marrow analysis and body fluid procedures are expanded upon. Discussed. Current hematology and coagulation instrumentation are identified and their theory and applications are examined. Special hematology procedures used in the diagnosis of hematologic disorders are explored.

**PREREQUISITE: MLT 200 Hematology I and MLT 205 Hematology II**

**MLS 410 Transfusion Medicine**

4.0 Semester Credit Hours - 75 Clock Hours
45 hrs. Lecture 30 hrs. Lab

This course reinforces concepts learned in MLT 130 Immunohematology going into depth in the area of blood groups associated with transfusion complications, resolution of blood banking discrepancies, development and evaluation of a quality assurance program, blood inventory management, transfusion therapies in select population and current issues associated with transfusion medicine practices. Laboratory activities support learning and provide students with real-world skills required in the blood bank laboratory.

**PREREQUISITE: Satisfactory completion of MLT 130 Immunohematology**

**MLS 420 Advanced Microbiology**

3.0 Semester Credit Hours - 60 Clock Hours
30 hrs. Lecture 30 hrs. Lab

This course will provide a brief review of the concepts learned in MLT 105 Microbiology I and MLT 110 Microbiology II and will expand to provide students with opportunities to apply previous learning to health and disease stated presented through case studies and explore special microbiological procedures and techniques. Students will be expected to develop and evaluate a safety response management plan, and a quality control program for a microbiology laboratory.

**PREREQUISITE: MLT 105 Microbiology I and MLT 110 Microbiology II.**

**MLS 450 MLS Clinical Experience**

8.0 Semester Credit Hours - 360 Practicum Hours
0 hrs. Lecture 0 hrs. Lab

Students are assigned to affiliated clinical or simulated laboratories to apply theoretical, technical and professional skills required of an entry-level medical laboratory scientist. Adherence to proper safety, QA/QC, standard operating procedures, verification and interpretation of data, as well as effective communication and teamwork within a healthcare setting will be expected and evaluated. Students will be assigned practice certification examinations during the semester. Experiences will include: Hematology, Coagulation, Body Fluids, Chemistry, Urinalysis, Immunohematology, Microbiology, Mycology, Parasitology, Immunology/Serology, Virology, Flow Cytometry, and Molecular Diagnostics.

**PREREQUISITE: Completion of MLS Technical Coursework with grades of “C” or better**

**MLS 455 Professional Seminar**

3.0 Semester Credit Hours - 45 Clock Hours
45 hrs. Lecture 0 hrs. Lab

This course is a review of theoretical concepts applicable to the medical laboratory scientist verifying and supporting learned concepts while preparing students for success in taking external professional certification examinations. Students will integrate learning from all courses in the program through writing assignments, presentations and simulated instructional opportunities.

**PREREQUISITE: Concurrent registration with MLS 450 Medical Laboratory Science Clinical Experience**
MLT 100 Introduction to MLT  
3.0 Semester Credit Hours - 60 Clock Hours  
30 hrs. Lecture 30 hrs. Lab  
Students explore college life and support systems at Brookline College as well as career opportunities associated with laboratory medicine. They will be introduced to the healthcare system, laboratory professions, medical terminology and safety practices in health care. In addition, this course covers all aspects of blood collection techniques and associated anatomy, quality control, health care regulations and an introduction to the areas of hematology, clinical chemistry, blood bank and serology.  
No prerequisite

MLT 101 Urinalysis  
3.0 Semester Credit Hours - 60 Clock Hours  
30 hrs. Lecture 30 hrs. Lab  
This course will provide basic knowledge of urinalysis and an introduction to the analysis of other body fluids. The anatomy and function of the kidney, urine formation and the principles of routine urinalysis testing are included and body fluid analysis is introduced. Normal and abnormal physical, chemical, and microscopic findings are applied to urinary system and metabolic disease. An overview of laboratory safety, regulations, and agencies will be discussed. Laboratory activities will support student learning as well as provide students an introduction of real-world procedures in the urinalysis.  
No prerequisite

MLT 105 Microbiology I  
4.0 Semester Credit Hours - 75 Clock Hours  
45 hrs. Lecture 30 hrs. Lab  
This course is the first in a sequence of two microbiology courses. In MLT 105 the students will be introduced to general microbiology including significant historic discoveries, how infections develop, classification of microbes and their impact on the health of the planet as well as individuals. Microbe metabolism, cell structure, chemical and physical growth requirements and staining reactions are covered. Specific bacteria that are pathogenic to humans are introduced and discussed in terms of laboratory culture, identification and response to antimicrobial agent. Disease states, modes of transmission and methods of prevention and control, including antibiotic susceptibility testing will be taught. The class includes a brief introduction/review of the human immune system.  
PREREQUISITE: Satisfactory completion of BI 165 Introduction to Biology

MLT 110 Microbiology II  
4.0 Semester Credit Hours - 75 Clock Hours  
45 hrs. Lecture 30 hrs. Lab  
This course builds on MLT 105 Microbiology I by continuing with the investigation of pathogenic bacteria found in clinical samples. The course expands with the introduction of acid fast, fastidious and anaerobic bacteria. The course includes the detection and identification of pathogenic fungi, common parasites and virology. It will include the study of the organisms, the diseases and conditions that they cause, and laboratory methods for detection.  
PREREQUISITE: Satisfactory completion of MLT 105 Microbiology I

MLT 120 Clinical Chemistry I  
4.0 Semester Credit Hours - 75 Clock Hours  
45 hrs. Lecture 30 hrs. Lab
This course introduces students to the principles of manual and automated procedures in the clinical chemistry laboratory that are used to identify and quantify substances in the evaluation of health or disease. Students will learn about quality assurance, quality control, and methods of instrument evaluation. Application of statistical analysis are incorporated into both lab and lecture. Lab exercises support topics discussed.

**PREREQUISITE: Satisfactory completion of CHM 100 General Chemistry and MLT 100 Introduction to MLT**

**MLT 130 Immunohematology**
4.0 Semester Credit Hours - 75 Clock Hours
45 hrs. Lecture 30 hrs. Lab
The course examines principles of immunology as related to blood banking and transfusion medicine. Content includes the genetics of blood group expression, blood group systems, an introduction to various blood products used in transfusion medicine, important antigens and antibodies associated with red cells, white cells and platelets, a methods of testing for the compatibility of blood products. Lab exercises support topics discussed and provide students with skills required for real world applications.

**PREREQUISITE: Satisfactory completion of MLT 100 Introduction to MLT, MLT 170 Introduction to Immunology**

**MLT 135 Clinical Chemistry II**
4.0 Semester Credit Hours - 75 Clock Hours
45 hrs. Lecture 30 hrs. Lab
This is a continuation of MLT 120 Clinical Chemistry I with topics including the examination of the role of the clinical chemistry laboratory in the identification, diagnosis, treatment and monitoring of health and disease. Body systems are examined; reference ranges identified for routinely tested chemicals such as carbohydrates, enzymes, proteins, lipids and other chemicals. Results for tests discussed are correlated with health and disease. Laboratory activities will support lecture content and provide students with skills required in a clinical chemistry laboratory.

**PREREQUISITE: Satisfactory completion of MLT 120 Clinical Chemistry**

**MLT 170 Introduction to Immunology**
2.0 Semester Credit Hours - 30 Clock Hours
30 Hrs. Lecture 30 hrs. Lab
This is an introduction to the basic principles of the immune system. The course will focus on anatomy, physiology, cells involved and the development of the immune system. Basic genetics of the immune system is introduced as well as the impact of immunizations. The role of the laboratory in the evaluation of the immune system including the principles of serologic procedures is included.

**PREREQUISITE: BI 165 Introduction to Biology or can be taken concurrently with BI 165**

**MLT 200 Hematology I**
4.0 Semester Credit Hours - 75 Clock Hours
45 hrs. Lecture 30 hrs. Lab
This course includes an in depth examination of blood cell development, structure, function and morphology in the peripheral blood and bone marrow. Reactive and genetic changes are discussed and the classification of anemia, leukemia and other malignant blood cell changes are introduced. Laboratory exercises include manual methods for leukocyte (WBC) and platelet (PLT) counts, hemoglobin and hematocrit testing, and the identification and differentiation of normal, abnormal,
mature, and immature blood cells on blood smears. Principles and performance of automated complete blood count (CBC) are included.

**PREREQUISITE: Satisfactory completion of BI165 Intro to Biology and MLT 100 Introduction to MLT**

**MLT 205 – HEMATOLOGY II**

4.0 Semester Credit Hours - 75 Clock Hours

45 hrs. Lecture 30 hrs. Lab

This is a continuation of MLT200 focusing on the role of platelets, hemostasis and an introduction to body fluid analysis in the hematology lab. Platelet maturation, structure and function as well as their role in hemostasis will be covered in addition to the elements of coagulation, fibrinolysis and hemostasis inhibitors as related to human health and disease. Methods of testing for the effectiveness of platelet, coagulation and fibrinolysis function will be described.

**PREREQUISITE: Satisfactory completion of MLT 200 Hematology I**

**MLT 250 – MEDICAL LABORATORY TECHNICIAN CLINICAL EXPERIENCE**

8.0 Semester Credit Hours - 360 Clock Hours

0 hrs. Lecture 0 hrs. Lab 360 hrs. Clinical

Students are assigned to affiliated clinical or simulated laboratories to apply theoretical, technical and professional skills required of an entry-level medical laboratory technician. Adherence to proper safety, QA/QC, standard operating procedures, verification and interpretation of data, as well as effective communication and teamwork within a healthcare setting will be expected and evaluated. Students will be assigned practice certification examinations during the semester. Experiences will include: Hematology/Coagulation/Body Fluids, Chemistry, Immunohematology, Microbiology, Serology/Immunology, Phlebotomy/Processing, and Urinalysis.

**PREREQUISITE: Completion of all MLT Technical coursework with grades of “C” or better**

*Effective 2/26/2016*

**See page 103, under “Residency Requirements” (Replace entire section)**

**Residency Requirements**

At minimum, for all graduate level programs, no fewer than 85% of the credits required in the program of study must be earned at the Brookline College campus that is conferring the degree. Only 15% of the credits required in the program of study can be met through transfer credit.

**See page 38 and 103, under “Articulation Agreements” (Remove entire section from each page)**

**Remove from page 37 and move to “Undergraduate Admittance Requirements” on page 34 before “Interview”**

**Background Check Process**

**All Allied Health, Criminal Justice and Paralegal Studies** students will be required to complete the background check process. Background check forms will be collected at the time of enrollment and processed by a third-party service during the first week of class. Results of the background check will be sent to the Program Director.

Certain practicum/externship sites may require a more comprehensive background check to include fingerprint clearance. In these cases, the Program Directors will work with the student to complete required paperwork for submission. The students will also be required to attend a fingerprinting session as scheduled by the school. Students will need to provide proper identification in order to be fingerprinted (School ID is NOT acceptable). In order to avoid
delayed placement at a practicum/externship site, Allied Health students that require fingerprinting must submit their fingerprint cards before the end of the second Module; Criminal Justice and Paralegal Studies students that require fingerprinting must submit their fingerprint cards before the end of the second class.

All students must acknowledge that any negative activity that may appear on any background check completed on a student may prevent them from being placed at an externship/practicum/clinical site, thus preventing them from completing their program of study. They must further acknowledge that they understand that any information of this type that appears on any background check may also prevent them from working in their field of study or siting for any certification/licensure examinations that may be available or a requirement of their field of study. In the event that the College is made aware that a student’s adverse background (by way of the adverse background disclosure form) will inhibit the College from placing the student at externship/practicum/clinical or that their adverse background will prohibit their eligibility for required certification/licensure examinations required of graduates, a student’s enrollment may be denied. In the event that a student fails to disclose this information or fails to provide complete and accurate information on the adverse background form with regard to their adverse background and their enrollment is processed, their admission into the program may also be classified as a denial at the point at which the College is made aware of the issue and the enrollment cancelled (in accord with the policies and procedure outlined herein).

Requirements of externship/practicum/clinical site partners as well as registration or certification requirements for taking and passing examinations are not controlled by the College and are subject to change by the controlling agency without notice to the College. As a consequence, the College cannot and does not guarantee that graduates will be eligible to take certification examinations, regardless of their eligibility status upon enrollment. Programs for which adverse backgrounds prohibit or are likely to prohibit placement at externship/practicum/clinical sites and/or certification/licensure includes but is not limited to: Nursing, Medical Laboratory Science, Physical Therapist Assistant, Phlebotomy Technician, Legal Studies (e.g., paralegal, forensics, and related programs), Patient Care Technician, Medical Laboratory Technician, and Surgical Technology. Applicants who have questions regarding how these issues may affect their externship/practicum/clinical placement and/or eligibility for certification/licensure should discuss this matter with the College prior to starting their program.

**See page 42, under “Grading Scale” (Replace both tables)**

**Grading System**

Brookline College is on a block schedule system with students receiving grades for each course/module attempted. The school uses the following grading for all programs including general education courses; with exception of courses in the Nursing program.

The following grading scale applies to all courses/modules except courses in the Bachelor of Science in Nursing Degree Programs and Graduate Level Programs:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Rating</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Very Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>D*</td>
<td>60-69%</td>
<td>Below Average – retake required</td>
<td>0.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>Fail</td>
<td>0.0</td>
</tr>
<tr>
<td>NA</td>
<td>None</td>
<td>Not Attempted</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>Repeated</td>
<td>N/A</td>
</tr>
</tbody>
</table>
*For Health Care, Paralegal, Criminal Justice and Forensics and Investigation programs, a grade of “D*” in a program concentration course is considered unsatisfactory and the course must be repeated. A grade of “D” in a General Education and/or Additional Course Requirement course is considered satisfactory.

Bachelor of Science in Nursing Programs Grading System
The Bachelor’s-level nursing programs (BSN) use different grading systems for nursing courses and nursing support courses. Because of the critical nature of the work and employment standards, the BSN programs use the following grading system:
In the BSN programs, a grade of less than “C” in any program concentration, nursing support, or general education course is considered unsatisfactory, and the course must be repeated.

**See page 107, under “Grading Scale” (Replace table)**

**Grading System**

**Graduate Level Programs Grading System**

Brookline College graduate-level programs use a different grading system to stay in conjunction with academic standards such as Satisfactory Academic Progress (CGPA) requirements:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Rating</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 70%</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>Repeated</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>Test Out</td>
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</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>None</td>
<td>Withdrawal/Failing</td>
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</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>Transfer Credit</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Replace program table on pg 50 for the BS in Medical Laboratory Science*

**Bachelor of Science – Medical Laboratory Science**

**122 CREDITS - 2520 CLOCK HOURS - 120 WEEKS**

Students in this program learn to prepare specimens for complex chemical, biological, hematological, immunologic, microscopic, and bacteriological tests that are performed using manual, automated and computerized laboratory equipment. They will also learn to investigate body fluids and cells; identify bacteria, parasites, and other microorganisms; and analyze the chemical content and properties of various fluids. They will also be trained to use analytical skills to evaluate test results, develop and modify procedures, and establish and monitor programs, to ensure the accuracy of tests. Graduates will be prepared for entry-level positions in a variety of health care settings, which include hospitals, research labs, blood banks, and industry labs.

<table>
<thead>
<tr>
<th>Program Concentration – 74 Credits – 1800 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 100 Introduction to MLT</td>
<td>3.0</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>MLT 101 Urinalysis</td>
<td>3.0</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>MLT 105 Microbiology I</td>
<td>4.0</td>
<td>45</td>
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<tr>
<td>MLT 110 Microbiology II</td>
<td>4.0</td>
<td>45</td>
<td>30</td>
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</tr>
<tr>
<td>MLT 120 Clinical Chemistry I</td>
<td>4.0</td>
<td>45</td>
<td>30</td>
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</table>
MLT 130 Immunohematology  4.0  45  30  0
MLT 135 Clinical Chemistry II  4.0  45  30  0
MLT 170 Introduction to Immunology  2.0  30  0  0
MLT 200 Hematology I  4.0  45  30  0
MLT 205 Hematology II  4.0  45  30  0
MLT 250 MLT Clinical Experience  8.0  0  0  360
MLS 300 Advanced Clinical Chemistry  3.0  30  30  0
MLS 310 Techniques of Molecular Biology  4.0  45  30  0
MLS 315 Laboratory Operations  2.0  30  0  0
MLS 405 Advanced Hematology  3.0  30  30  0
MLS 410 Transfusion Medicine  4.0  45  30  0
MLS 420 Advanced Microbiology  3.0  30  30  0
MLS 450 MLS Clinical Experience  8.0  0  0  360
MLS 455 Professional Seminar  3.0  45  0  0

General Education - 36 Credits - 540 Clock Hours

BI 165 Introduction to Biology  3.0  45  0  0
BI 300 Introduction to Genetics  3.0  45  0  0
EN 144 English Composition  3.0  45  0  0
CO 415 Multi-Cultural Communications  3.0  45  0  0
MH 140 College Mathematics  3.0  45  0  0
MH 240 Intermediate College Mathematics  3.0  45  0  0
PH 410 Ethics  3.0  45  0  0
PO 136 Introduction to Political Science  3.0  45  0  0
PS 135 Introduction to Psychology  3.0  45  0  0
QN 320 Essential Statistical Thinking  3.0  45  0  0
SO 170 Introduction to Sociology  3.0  45  0  0
SO 365 Socialization and Societal Development  3.0  45  0  0

Additional Course Requirements - 12 Credits - 180 Clock Hours

CHM 100 General Chemistry  3.0  45  0  0
CHM 320 Organic Chemistry  3.0  45  0  0
CHM 340 Principles of Biochemistry  3.0  45  0  0
PD 299 Professional Development  3.0  45  0  0

TOTAL 122.0 1380 420 720

Replace program table on pg 57 for the AS in Medical Laboratory Technician

Associate of Science – Medical Laboratory Technician

62 CREDITS - 1305 CLOCK HOURS - 60 WEEKS

The testing that is conducted by Medical Laboratory Technicians plays an important role in the detection, diagnosis, and treatment of many diseases. Medical Laboratory Technicians are responsible for collecting and cross-matching blood specimens, culturing and staining bacteria, and making microscopic and chemical examinations of bodily fluids. Upon completion, graduates will have acquired the skills required for entry-level positions in a variety of healthcare settings.

Program Concentration – 44 Credits – 1035 Clock Hours

MLT 100 Introduction to MLT  3.0  30  30  0
MLT 101 Urinalysis  3.0  30  30  0
MLT 105 Microbiology I  4.0  45  30  0
MLT 110 Microbiology II  4.0  45  30  0
MLT 120 Clinical Chemistry I  4.0  45  30  0
MLT 130 Immunohematology  4.0  45  30  0
MLT 135 Clinical Chemistry II  4.0  45  30  0
MLT 170 Introduction to Immunology  2.0  30  0  0
MLT 200 Hematology I  4.0  45  30  0
MLT 205 Hematology II  4.0  45  30  0
Vol. Number 17

MLT 250 MLT Clinical Experience 8.0 0 0 360

<table>
<thead>
<tr>
<th>General Education - 15 Credits - 225 Clock Hours</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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<tbody>
<tr>
<td>BI 165 Introduction to Biology 3.0 45 0 0</td>
<td></td>
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<tr>
<td>EN 144 English Composition 3.0 45 0 0</td>
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<tr>
<td>MH 140 College Mathematics 3.0 45 0 0</td>
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<tr>
<td>PS 135 Introduction to Psychology 3.0 45 0 0</td>
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<td>SO 170 Introduction to Sociology 3.0 45 0 0</td>
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TOTAL 62.0 675 270 360

Effective 2/19/2016

Addition of new program on pg 54 underneath the AS in Accounting program

Associate of Science – Allied Health

61.5 CREDITS - 450 CLOCK HOURS - 30 WEEKS

The Associate of Science in Allied Health degree program provides allied health diploma holders with an opportunity to develop more in-depth knowledge of the healthcare environment. With courses in accounting, finance, marketing and communications, graduates will be better prepared to assume roles of additional responsibility within their area of allied health practice. The program, delivered online, is comprised of general education and core technical courses that can be completed in 30 weeks of full-time enrollment.

To be eligible for admission to the Associate of Science in Allied Health degree program, an applicant must be at least 18 years of age, have a minimum of a U.S. high school diploma (or GED or equivalent from another country), and have successfully completed an allied health diploma.

<table>
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<tr>
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<td>HA 207 Health Care Finance 3.0 45 0 0</td>
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<td>HA 220 Interpersonal Communications in Health Care 3.0 45 0 0</td>
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<th>General Education - 15 Credits - 225 Clock Hours</th>
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<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>MH 140 College Mathematics 3.0 45 0 0</td>
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<tr>
<td>PS 135 Introduction to Psychology 3.0 45 0 0</td>
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<tr>
<td>SO 170 Introduction to Sociology 3.0 45 0 0</td>
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<table>
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<th>Additional Course Requirements - 3 Credits - 45 Clock Hours</th>
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<th>Lecture Hours</th>
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<tbody>
<tr>
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<table>
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<th>Electives (As Required to Meet Program Credit Hour Requirement)</th>
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<th>Lab Hours</th>
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<tr>
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<td>HA 210 Medical Law and Ethics 3.0 45 0 0</td>
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<td>HA 240 Medical Office Administration 3.0 45 0 0</td>
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<tr>
<td>PD 299 Professional Development 3.0 45 0 0</td>
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</tbody>
</table>

TOTAL 61.5 45 0 0
* Up to 31.5 semester hours may be transferred into the program from an allied health diploma program. Students holding allied health diplomas with less than 31.5 semester credit hours will be required to select from identified electives to meet the requirement for completion of 61.5 semester credit hours for graduation.

**Effective 2/16/2016**

**See page 23 “Scholarships”, add underneath a section titled “Grants”**

**Grants**

**Brookline Future Grant**

Brookline College offers the Brookline Future Grant to graduates who have received a Bachelor’s Degree in Nursing at Brookline College and wish to continue their academic progression by enrolling into a Master of Science in Nursing program.

The Brookline Future Grant will reduce the tuition cost of each course in the program by 20% at the time of enrollment. Eligible recipients will have graduated from Brookline College with a Bachelor’s Degree in Nursing, will meet all admission requirements for the master’s degree program, and will be in good financial standing with the College as well as up to date on any payment obligations. Continued eligibility will be based upon continuous enrollment and maintaining satisfactory academic progress. Textbooks and course materials are included with the tuition. Technology fees associated with the program are not eligible for the discount. The Brookline Future Grant cannot be combined with any other institutional discount, grant, or scholarship. The Grant is neither transferable nor refundable to the student.

**Brookline Graduate Grant**

Brookline College offers the Graduate Grant to current online students who are enrolled in the Associate of Science in Criminal Justice and the Associate of Science in Health Care Administration programs. Students enrolled in these programs are eligible to apply for the Graduate Grant if three or more courses remain in their program as of the 02/22/16 session.

The Graduate Grant will be awarded to students who have a grade point average (GPA) of 2.0 or greater and have met Satisfactory Academic Progress (SAP) standards at the time of graduation.

The selection committee will approve applications and award the Graduation Grant to eligible recipients after successful completion of the program and when graduation requirements are met. The Grant will be equivalent to the tuition of the students’ last course and is neither transferable nor refundable to the student. If a student withdraws prior to the completion of the program, the remaining balance will be due and collected by Brookline College.

**Brookline Returning Student Grant**

Brookline College offers returning online students (students that have left their program of study at the college and return within a year), the Brookline Returning Student Grant. The grant has been developed in an effort to encourage students enrolled in the Associate of Science in Criminal Justice and the Associate of Science in Health Care Administration programs to return to Brookline College to complete their program of study.

Returning students enrolling in these programs are eligible to apply for the Brookline Returning Student Grant if the balance owed to Brookline College is less than $5,000.00, the grade point average (GPA) at the time of withdrawal is 2.0 or greater and Satisfactory Academic Progress (SAP) standards have been met. The Grant is neither transferable nor refundable to the student. If a student withdraws prior to the completion of the program, the remaining balance will be due and collected by Brookline College.

The selection committee will approve applications and award the Brookline Returning Student Grant to eligible recipients at the point of reentry. Students are eligible for a 50% tuition reduction off the remaining courses to complete the degree, and will be eligible for prior balance forgiveness of up to $5,000.00. This tuition reduction and balance forgiveness will only be offered if the student graduates from the program.

**Effective 11/20/2015**

**See page 37 “Program – Specific Requirements Section”**

**Bachelor of Nursing (BSN) Program**
HESI A2
Tier 1: A minimum composite score of 80% on the HESIA2; and a minimum score of 80% on the math and 80% on the vocabulary parts.

Tier 2: A minimum composite score of 75% - 79% on the HESI A2; and a minimum score of 77% - 79% on the math and 77% - 79% on the vocabulary parts.

Tier 1 applicants will receive priority placement into the BSN program track. Tier 2 applicants will receive placement into the BSN program track and will be required to enroll into the Promoting Achievement and Student Success (PASS) program, complete introductory level math and English courses, and success workshops.

SCREENING APPLICANTS WITH A HISTORY OF PREVIOUS NURSING PROGRAM DISMISSAL

In addition to HESI scores, applicants will be asked to complete a form used to identify reasons for dismissal. Four categories will be used (1) course grades, (2) work life/family issues, (3) professional conduct, and (4) other – applicant to provide a written explanation for dismissal related to “other”. Disclosure of dismissal reason does not guarantee admission or denial to the nursing program. Admission to the program will be determined based on the applicant’s reason for dismissal and the personal interview with the dean or dean designee. If the applicant is granted admission to the nursing program the applicant will also meet with the Promoting Achievement and Student Success (PASS) Coordinator to discuss an academic success plan which will include at minimum mandatory entrance into the PASS program.

Effective 11/18/2015
**See page 3, under “Accreditation and Affiliations” Update MLT/NAACLS section

The Brookline College – Phoenix Campus Medical Laboratory Technician program has been granted accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The Brookline College – Phoenix Campus Medical Laboratory Science program has applied for accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

5600 N. River Road, Suite 720
Rosemont, IL 60018
Telephone: 773-714-8880
Website: www.naacls.org

**See page 6, under “Section 504 ADA (Americans with Disabilities Act) Policy

Remove: Mark Plitzuweit along with email

Add: Valentina Crewse / valentina.crewse@brooklinecollege.edu

**See page 10, under “Satisfactory Academic Progress (SAP)

7. Brookline College does offer two 3 credit remedial courses. These are not calculated in a student’s satisfactory academic progress as they do not count towards a program of study.

**See page 33-34, under “Undergraduate Admittance Requirements” Add after Bachelor Degree Programs

Bachelor of Science in Medical Laboratory Science
The Medical Laboratory Science (MLS) Program is designed to be completed following successful completion of the Brookline College Medical Laboratory Technician (MLT) Associate Degree program. Students who successfully meet all requirements of the MLT program will, upon interview with the program director be considered for direct admission into the MLS program. Successful graduates from other MLT Associate Degree programs will be required to:
1. Provide official transcripts demonstrating successful completion of all requirements from the MLT program within 5 (five) years.
2. Complete an interview with the MLS program director.
3. Have completed equivalent professional and general education coursework. Students who do not have evidence of course equivalence may be required to take additional courses to satisfy program pre-requisites.

Students interested in entering the Medical Laboratory Science program directly will be required to meet all General College admission requirements and must:

1. Provide evidence of high school biology, algebra and chemistry or equivalent. To determine possible equivalence, students must meet with either the MLT or MLS program director.
2. Complete the TEAS V Exam™.
3. Complete an interview with the MLS program director.

**See page 20, under “Eligibility” replace line 7**

7. Have a high school diploma, evidence of a home schooling program, a GED, or meet the Ability-to-Benefit (ATB) requirements.*

**See page 37, under “Program Specific Requirements”**

Remove the MLT and MLS program from the paragraph with Surgical Technology and PTA-add new section

Associate of Science in Medical Laboratory Technician

In addition to General College Admission Requirements, students interested in entering the Medical Laboratory Technician (MLT) program must:

1. Provide evidence of high school biology, algebra and chemistry or equivalent. To determine possible equivalence, students must meet with either the MLT or MLS program director.
2. Complete the TEAS V Exam™.
3. Complete an interview with the MLT program director.

**See page 37, under “Benefits for Military Students and Family”**

*This tuition benefit does not apply to the following programs:
- Bachelors of Science in Nursing
- Bachelors of Science in Nursing for Baccalaureate Degree Graduates
- RN to Bachelors of Science in Nursing
- Masters of Science in Nursing
- Masters of Science in Nursing- Health Systems Administration

Also, insert new section:

Tuition Discounts

Tuition discounts - whether military, employee partnership, corporate partnership, or other discount - cannot be used in conjunction with any other tuition discount.

**See page 40, under “Course numbering System and Sequence”**

Second bullet point should read:

Allied Health Diploma programs are comprised of Modules.
Transfer Credits from Other Institutions

Credit for Previous Education
Any applicant requesting a transfer credit to Brookline College from another school must meet all of Brookline College's admission requirements.

Students may earn transfer credit in the following ways:
1. Evaluation of previously earned credit from another postsecondary educational institution accredited by an agency recognized by the United States Department of Education
2. Nationally recognized college-equivalency examinations: Successful completion of College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), or National League for Nursing (NLN) Achievement Tests
3. Review of ACE College Credit Recommendation Service Transcript.
4. For international students, official transcript translation (if applicable) and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES)

Requirements for Evaluation:
1. Academic Credit – For credit to be awarded for previously earned academic credit from another accredited postsecondary institution, an official academic transcript(s) must be submitted to the Registrar. Course descriptions and/or syllabi may also be requested for evaluation purposes. Applicants seeking transfer credit for nursing courses may be requested to complete skill/competency assessments, if applicable, for the course involved. For international students, official transcript translation and evaluation from a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES). A grade of "B" (3.0) or higher is required to be considered for transfer into a Graduate-level program. In addition, developmental/remedial coursework is not eligible for transfer.
2. Substitution for a specific course will be considered for transfer credit.
3. No academic credit is given for life experience or work experience.
4. ACE (approved military training and service) Recommendation - An ACE transcript.
5. Non-general education/core concentration courses completed greater than five (5) years prior will generally not be accepted.
6. General education courses completed greater than ten (10) years prior will generally not be accepted.
7. Courses or degrees completed at another institution must be similar in content and duration to those offered in Brookline College program for which an applicant has applied.

Credit Transfer to Another School
Regardless of the institution involved, the acceptance of credits is at the discretion of the accepting institution and cannot be guaranteed. Upon request, Brookline College will provide information that may aid the student in receiving credits for work completed at Brookline College. Brookline College does not, in any way, imply or guarantee credits may transfer. It should not be assumed that credits will transfer to any other institution.

Timeline
All awards of transfer of credit must be finalized by the end of the student’s first semester. If a student is unable to obtain transcripts prior to the start of class and they are scheduled into a course for which they believe transfer credit may be granted, they must attend and participate in the course until a determination of transfer credit is made. If it is deemed they are to receive transfer credit for the course in which they are scheduled and subsequently received credit, student charges if and when impacted will be adjusted appropriately (the book(s)) for that course must be returned; and if the book(s) is/are returned, there will be no charges for that/those book(s)).

Documentation
In all instances, it is the student’s responsibility to obtain all official transcripts and documentation (e.g., course descriptions and/or syllabi) supporting their transfer of credit request. All transcripts should be sent to the attention of the Registrar at the campus the student wishes to attend. Transcripts stamped “issued to student” or “student copy” are not acceptable for consideration. In addition, photocopies of official transcripts or official transcripts opened prior to receipt by Brookline College will not be considered. Depending on the institution, there may be a charge to obtain
official transcripts.

**Appeal Process**
Student appeals of credit transfer decisions should follow the Brookline College appeals procedure outlined in this catalog under Academic Policies.

Transferred credits will be reflected on the applicant's Brookline College transcript but will not be calculated into the applicant's GPA. Transferred credits may affect the applicant's program length, maximum time frame for satisfactory academic progress, and completion percentage.

**See page 54, “RN to Bachelor of Science in Nursing”**

<table>
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<td>NUR 320 Evidence Based Practice</td>
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<td>NUR 325 Information Management in Health Care</td>
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<td>NUR 450 Changing Nursing Practice</td>
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<td>SO 170 Introduction to Sociology</td>
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**See page 62, Just before/above “Medical Insurance Billing and Coding”**

**Diploma - Asistente Médica (solo español)**
*Este programa solamente se imparte en español. Todos los materiales de aprendizaje , incluyendo libros de texto y planes de estudio serán en español .*

32 créditos - 720 horas de reloj - 39 semanas
El programa de Asistente Médica ofrece la formación necesaria para los puestos de entrada como asistente médico en una clínica, consultorio médico o centro de atención urgente. Los graduados serán capaces de utilizar sus habilidades y conocimientos en áreas tales como la interacción con los pacientes, codificación básica y de facturación, procedimientos de oficina, uso de la tecnología, la documentación legal médica y la historia clínica electrónica. También serán capaces de evaluar adecuadamente los pacientes situaciones/ cliente e intervenir dentro de su ámbito de acción.

<table>
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<tr>
<th>Concentración del programa - 32 créditos - 720 horas de reloj</th>
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**See page 63, Just before “Pharmacy Technician”**

Patient Care Technician (Fast Track offered at Albuquerque campus only)

27 credits – 630 Clock hours – 30 weeks full time

The Patient Care Technician is a multiskilled member of the health care team. The Patient Care Technician Program provides training for entry level positions to effectively function in the role of a patient care technician in a clinic, hospital, urgent care facility, rehabilitation facility or other health care environment.

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>PC 100 Introduction to Healthcare</td>
<td>4.0</td>
<td>45</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>NA110 Nursing Assistant Fundamentals</td>
<td>7.0</td>
<td>75</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>EC 130 Electrocardiography</td>
<td>4.0</td>
<td>45</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>PHL 135 Phlebotomy</td>
<td>4.0</td>
<td>30</td>
<td>60</td>
<td>0</td>
</tr>
<tr>
<td>PC 150 Advanced Care Skills</td>
<td>4.0</td>
<td>30</td>
<td>60</td>
<td>0</td>
</tr>
<tr>
<td>PC 160 Patient Care Technician Practicum</td>
<td>4.0</td>
<td>15</td>
<td>0</td>
<td>135</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>27</strong></td>
<td><strong>240</strong></td>
<td><strong>210</strong></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

Effective 10/19/2015

**See page 18, “Reporting”**

Reporting

Information provided by the individuals in the course of an investigation will be treated as confidentially as possible and only be provided to those who have a need for the information or when it is required in the course of investigating the complaint. Reports and investigations will also be treated in accord with the College’s FERPA policy. All investigations will be undertaken impartially with no reprisals of any kind being undertaken by any member of the School for the submission of an appeal or grievance. Complaints of harassment should report such conduct in accord with the sequence outlined below.

Brookline College will investigate reports in a timely fashion. If an investigation confirms the allegations, appropriate corrective action will be taken. All employees and students are expected to cooperate with the investigation. Failure to do so or providing false information during the course of an investigation may lead to disciplinary action as mentioned above.

Reporting contacts are:

1. Campus Director
2. President and CEO, Chris Lynne at 602-644-7000
3. E-mail to the attention of: professionalethics@brooklinecollege.edu

Effective 10/08/2015

**See pages 59-60, “Diploma – Dental Assistant”**
DIPLOMA – DENTAL ASSISTANT
32 CREDITS - 740 CLOCK HOURS – 40 WEEKS

The goal of the Dental Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry level positions as dental assistants. Since they are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments, and insurance companies. Graduates are also capable of filling entry level positions such as dental receptionist, dental insurance clerk, dental supply salesperson, and administrative assistant.

<table>
<thead>
<tr>
<th>Program Concentration – 32 Credits – 740 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 101 Anatomy, Head and Neck Anatomy, Tooth Morphology, and Pharmacology</td>
<td>4.0</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>DA 102 Preventative Dentistry, Microbiology, Pathology and Infection Control</td>
<td>4.0</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>DA 103 Dental Specialties</td>
<td>4.0</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>DA 104 Dental Office Administration, Medical Emergencies and CPR</td>
<td>4.0</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>DA 105 Dental Radiography</td>
<td>4.0</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>DA 106 Restorative Dentistry</td>
<td>4.0</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>DA 107 Dental Materials and Laboratory Procedures</td>
<td>4.0</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>DA 190 Clinical Practicum/Externship</td>
<td>4.0</td>
<td>0</td>
<td>0</td>
<td>180</td>
<td>180</td>
</tr>
<tr>
<td>TOTAL</td>
<td>32</td>
<td>320</td>
<td>320</td>
<td>180</td>
<td>740</td>
</tr>
</tbody>
</table>

**See pages 72-73, “Course Descriptions”**

DA 101 ANATOMY, HEAD AND NECK ANATOMY, TOOTH MORPHOLOGY, AND PHARMACOLOGY
4.0 semester credits – 80 clock hours: 40 lecture 40 Lab
No prerequisite
This module will introduce the student to anatomy and physiology of all body systems as they relate to dentistry. Oral histology, oral embryology, anatomy of the head and neck, identifying nerves of the maxilla and mandible, development of teeth and tooth morphology, Pharmacology, pain control and dental anesthesia in the dental office will also be discussed.

DA 102 PREVENTIVE DENTISTRY, MICROBIOLOGY, PATHOLOGY AND INFECTION CONTROL
4.0 semester credits – 80 clock hours: 40 lecture 40 Lab
No prerequisite
In this module the student learns principles and practices of preventing and controlling dental disease, with an emphasis on oral health, patient education, diet and nutrition. Plaque control including application of topical fluoride, coronal polishing and dental sealants will also be introduced along with procedures for obtaining the patients’ medical and dental history. The students are introduced to infection control and proper sterilization procedures in the dental office. Students will apply the principles and techniques of disinfection, instrument processing, and sterilization.

DA 103 DENTAL SPECIALITIES
4.0 semester credits – 80 clock hours: 40 lecture 40 Lab
No prerequisite
This module will introduce the student to the various dental specialties along with specific licensure, registration and certification. The student is presented with an overview of the common procedures, tray preparation, instrumentation dental charting used by the dentist and the dental assistant in the dental specialty practice. The dental specialties included Oral Surgery, Endodontics, Prosthodontics, Periodontics, Pediatric Dentistry, and Orthodontics.

DA 104 DENTAL OFFICE ADMINISTRATION, MEDICAL EMERGENCIES, AND CPR
4.0 semester credits – 80 clock hours: 40 lecture 40 Lab
No prerequisite
This module will introduce the students to the role of the dental assistant in front office administration. Topics will include billing, accounting, and financial management, and telephone etiquette, appointment scheduling, filing systems, and processing dental insurance claims. Dental office computer software for both financial and patient records will also be covered. Normal and abnormal vital signs, dental/medical emergencies and CPR will be introduced.

**DA 105 DENTAL RADIOGRAPHY**  
4.0 semester credits – 80 clock hours: 40 lecture 40 Lab  
No prerequisite  
This module covers the role of the dental assistant in obtaining, handling, and processing radiographic images. Radiation sources and control of x-ray production will be introduced. Anatomical landmarks used for obtaining dental images are covered along with extra oral and digital imaging. Radiation health and safety for both patient and operator will also be covered. All students are prepared for the testing processes based on individual state’s Dental Practice Act.

**DA 106 RESTORATIVE DENTISTRY**  
4.0 semester credits – 80 clock hours: 40 lecture 40 Lab  
No prerequisite  
This class will explore the dental health team, ethics, and expected levels of professionalism, as well as licensure, certification and professional organizations. Chair side techniques, the principles of four-handed dentistry, instrumentation will also be covered. Emphasis is placed on step-by-step procedures and the function, use and care of dental equipment and the dental operatory. Four-handed chair side assisting and ergonomic techniques are practiced for various restorative procedures including amalgam, and composite and dental cements.

**DA 107 DENTAL MATERIALS AND LABORATORY PROCEDURES**  
4.0 semester credits – 80 clock hours: 40 lecture 40 Lab  
No prerequisite  
Hand piece maintenance, rotary instrument classifications, and application of dental laboratory procedures using dental materials are presented in this course. The student is introduced to dental laboratory procedures, including impression material, custom trays, study models, bite registrations bleaching trays, and removable appliance repairs.

**DA 190 CLINICAL PRACTICUM/EXTERNSHIP**  
4.0 semester credits – 80 clock hours: 40 lecture 40 Lab  
No prerequisite  
This module consists of a 180 hour externship at an approved facility. This experience gives students an opportunity to utilize the knowledge and skills they have gained in the classroom setting and apply them in a clinical setting, under the direct supervision of the school and facility staff. Students will be evaluated by supervisory staff during the externship, and successful completion of this module is required for graduation.  
PREREQUISITE/COREQUISITE: Satisfactory completion of DA Modules 101 through 107

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**Diploma - Medical Assistant**  
31.5 CREDITS - 720 CLOCK HOURS - 39 WEEKS  
The Medical Assistant Program provides the necessary training for entry-level positions as a medical assistant in a clinic, physician office or urgent care facility. Graduates will be able to use their skills and knowledge in such areas as patient interaction, basic coding and billing, office procedures, use of technology, medical legal documentation and electronic medical records. They will also be able to appropriately assess patient/client situations and intervene within their scope of practice.

<table>
<thead>
<tr>
<th>Program Concentration – 31.5 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module C Medical Office Administration</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA Module D Clinical Medical Assisting Duties</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA Module E The Medical Laboratory</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA Module F Pharmacology</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA Module G Electrocardiography</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>

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*See pages 60-61, “Diploma – Medical Assistant”*
**See page 61, “Diploma – Medical Insurance Billing and Coding”**

Diploma - Medical Insurance Billing and Coding

**31.5 CREDITS - 720 CLOCK HOURS – 39 WEEKS**

The Medical Insurance Billing and Coding Program provides training for entry level positions in private physician offices, clinics and hospitals. Students are exposed to the International Classification of Disease (ICD-9), Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS) CMS 1500 form, Anatomy, Medical Terminology and Insurance Processing. Graduates of this program are prepared to deal with patients’ medical information, health records, medical reports and treatment outcomes.

<table>
<thead>
<tr>
<th>Program Concentration – 31.5 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module C Introduction to Medical Billing and Coding</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module D Medical Billing and Financial Management</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module E Insurance Processing</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module F Medical Coding Systems</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module G Health Information and Records Management</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module H MIBC Practicum (Residential)</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td>MIBC Module HC MIBC Capstone Project (Online)</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>31.5</strong></td>
<td><strong>280</strong></td>
<td><strong>280</strong></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>

*All MIBC students will take the same courses until they reach their final course; residential students will take MIBC Module H Practicum and online students will take MIBC Module HC Capstone Project.

**See page 61, “Diploma – Pharmacy Technician”**

Diploma - Pharmacy Technician

**31.5 CREDITS - 720 CLOCK HOURS – 39 WEEKS**

The Pharmacy Technician Program provides training for entry-level positions to effectively function in the role of a pharmacy technician in a hospital, pharmacy, pharmacy call center and other health care environments.

<table>
<thead>
<tr>
<th>Program Concentration – 31.5 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module C Introduction to Pharmacy/Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module D Professional Aspects of Pharmacy Technology/Pharmaceutical Calculations</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module E Pharmacy Operations</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module F Pharmacodynamics and Pharmacokinetics</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module G Pharmacology</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PT Module H Pharmacy Practicum</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>31.5</strong></td>
<td><strong>280</strong></td>
<td><strong>280</strong></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>

**See page 61, “Diploma – Phlebotomy Technician”**

Diploma - Phlebotomy Technician

**31.5 CREDITS - 720 CLOCK HOURS – 39 WEEKS**

The Phlebotomy Program is designed to prepare the students to obtain blood specimens from patients for the purpose of testing and analyzing. The phlebotomy technician works in a drawing station, clinics or medical laboratory or under the
direction of the laboratory supervisor. The job requires manual dexterity and additional skills in communication and clerical duties. Upon satisfactory completion of the program, the students are qualified for entry-level positions and to take a national certification examination.

<table>
<thead>
<tr>
<th>Program Concentration – 31.5 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module B Concepts in Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module C Medical Office Administration</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module D Introduction Phlebotomy</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module E Safety and Infection Control</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module F Phlebotomy Procedure</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module G Special Procedures and Point of Care Testing</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module H PH Practicum</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td>TOTAL</td>
<td>31.5</td>
<td>280</td>
<td>280</td>
<td>160</td>
</tr>
</tbody>
</table>

**See Page 41, “Not Schedule Time Off Policy”**

ADD NSTO section after Residential Attendance Policy and before Non-Nursing Reentry

Not Scheduled Time Off Policy

Diploma program students may be placed in a not scheduled time off (NSTO) status up to a maximum of 45 calendar days beginning at the end of a module and/or their LDA until their return date. In order to be placed on NSTO a change of status form indicating NSTO must be submitted by the Program Director to the Registrar with the Director of Education’s approval. Written understanding of the time off and return process must be included on the change of status form with the student’s signature. This status is to be used for times when a student does not have available to them the class that is required, typically due to transfer credit. If the gap in the schedule is less than 14 days, no action is required. The student is required to be in attendance on the return date. If no attendance is posted on that date, the student will be withdrawn from the program.

Degree program students may have gaps in their schedule for reasons including class offerings, transfer credits or not registering for a class during that time. The NSTO policy may be used for these students and a change of status form indicating NSTO must be submitted by the Program Director to the Registrar with the Director of Education’s approval or by the Dean of Nursing to the Registrar. Written understanding of the time off and return process must be included on the change of status form with the student’s signature. If the gap in the schedule is less than 14 days, no action is required. Degree program students may remain on NSTO until the beginning of the following term. The student is required to be in attendance the first day of the following term or the student will be withdrawn from the program.

If either a diploma or degree student does not return on their scheduled return date, and is therefore withdrawn, a Return of Title IV calculation is performed and refunds are made as necessary. Any student on NSTO will not receive Title IV funds or any stipends during that time period.

**See Page 25, “Institutional Refund Policy”**

Original: A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

New: A student who does not attend at least 67% of the scheduled class hours will be given a failing grade and will not receive credit for the course.

**See Page 28, “Online Attendance Policy”**
Original: A student who does not complete at least 50% of the scheduled weeks will not receive credit for the course.

New: A student who does not complete at least 67% of the scheduled weeks will be given a failing grade and will not receive credit for the course.

**See Page 28, “Online Excessive Absences”

Original: A student who does not complete at least 50% of the scheduled weeks will not receive credit for the course.

New: A student who does not complete at least 67% of the scheduled weeks will be given a failing grade and will not receive credit for the course.

**See Page 41, “Residential Attendance Policy”

Original: A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

New: A student who does not attend at least 67% of the scheduled class hours will be given a failing grade and will not receive credit for the course.

**See Page 42, “Excessive Absence”

Original: A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

New: A student who does not attend at least 67% of the scheduled class hours will be given a failing grade and will not receive credit for the course.

**See Page 106, “Add/Drop Period”

Original: A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

New: A student who does not attend at least 67% of the scheduled class hours will be given a failing grade and will not receive credit for the course.

**See Page 106, “Excessive Absence”

Original: A student who does not attend at least 50% of the scheduled class hours will not receive credit for the course.

New: A student who does not attend at least 67% of the scheduled class hours will be given a failing grade and will not receive credit for the course.

Effective 09/30/2015

**See Page 85, “Course Descriptions”

Missing Courses and Descriptions:

MLS 405 – ADVANCED HEMATOLOGY
3.0 semester credits - 60 clock hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
In-depth examination of normal and abnormal hematology and coagulation results with an emphasis on correlating abnormal test results to disease states. Bone marrow analysis and body fluid procedures are expanded upon. Hemostasis
and coagulation factor studies are discussed. Current hematology and coagulation instrumentation are dissected and their theory and applications are examined. Special hematology procedures, including hemoglobin electrophoresis and flow cytometry are covered.

**PREREQUISITE:** MLT200 Hematology I

**MLS 420 – ADVANCED MICROBIOLOGY**

3.0 semester credits - 40 clock hours

20 hrs Lecture 20 hrs Lab 0 hrs Practicum

Topics examined include principles and practices of routine bacteriology, mycology, mycobacteriology, parasitology, and virology. Principles of host defense and microbial virulence will be explored as well as clinical presentation, signs and symptoms, laboratory diagnosis, and treatment options. Infection control procedures, epidemiology, new and emerging infections and other Public Health issues are examined.

**PREREQUISITE:** MLT105 and MLT110

**MLT 101 – URINALYSIS/INTRODUCTION TO MICROBIOLOGY**

3.0 semester credits - 60 clock hours

30 hrs Lecture 30 hrs Lab 0 hrs Practicum

This course will provide basic knowledge of urinalysis and analysis of other body fluids. This includes the study of the anatomy and function of the kidney and urine formation; normal and abnormal physical, chemical, and microscopic findings in urine. The course also includes an introduction to microbiology; bacteria’s role in normal body functions, clinical significance of infections and infectious disease, and the location and function of bacterial structures. Proper specimen collection and processing to ensure bacterial detection is also covered. An overview of laboratory safety, regulations, and agencies will be discussed.

**MLT 110 – MICROBIOLOGY II**

4.0 4.0 semester credits - 75 clock hours

45 hrs Lecture 0 30 hrs Lab 0 hrs Practicum

This course provides an overview of acid fast organisms, anaerobic bacteria, fungi, common parasites. It will include the study of the organisms, the diseases and conditions that they cause, and laboratory methods for detection.

**PREREQUISITE:** MLT 105 – Microbiology I with Lab

**MLT 200 – HEMATOLOGY 1 WITH LAB**

4.0 semester credits – 73 75 clock hours

45 hrs Lecture 30 hrs Lab 0 hrs Practicum

This course covers the theory and principles of blood cell production and function, and introduces the student to basic practices and procedures in the Hematology and coagulation Laboratory. Body fluid and semen analysis as it pertains to hematology lab analysis is also presented. Lab exercises support topics discussed.

**PREREQUISITE:** BI 165 – Introduction to Biology

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**Effective 8/1/2015**

**Academic Calendar- Class Start and End Dates**

<table>
<thead>
<tr>
<th>Degree Programs- Class Start and End Dates</th>
<th>BSN and BDG Programs- Semester Start and End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Dates</strong></td>
<td><strong>End Dates</strong></td>
</tr>
<tr>
<td>12/2/2013</td>
<td>1/19/2014</td>
</tr>
</tbody>
</table>
A grade of “I” is granted only when, due to extreme extenuating circumstances, a student is unable to complete the work outlined in the course by the class end date. It is the responsibility of the student to request an incomplete from the course instructor in writing. A student is only eligible for an “I” if they have completed 75% of required assignments up to the point at which an incomplete is requested. The request for an “I” may be submitted only during the last seven (7) days of the course.

If the request for an “I” is granted, a Contract for Success must be filled out and signed by both the faculty member and the student. The student will have an additional seven (7) calendar days from the scheduled end of the course to submit all outstanding assignments and satisfy the Contract for Success. Failure to submit outstanding assignments by that deadline will result in the “I” being replaced by the grade earned in the course, which will include any missed work.

Courses are not necessarily listed in order taken. Courses required for the successful completion of a program shall be available when needed by the student in the normal pursuit of a program of study. Prerequisites, where appropriate, are indicated in the course descriptions for each program.

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**See page 59, “Diploma Programs”:**

Courses are not necessarily listed in order taken. Courses required for the successful completion of a program shall be available when needed by the student in the normal pursuit of a program of study. Prerequisites, where appropriate, are indicated in the course descriptions for each program.

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**See page 59, Program Listings, Add between the Dental Assistant and the Massage Therapy diploma program details**

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**See page 44, “Grading System” section under “All Programs” - Replace Paragraph 2 and 3 with these**

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**Effective 07/29/2015**

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<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
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<td>5/2/2016</td>
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<tr>
<td>11/28/2016</td>
<td>1/15/2017</td>
<td></td>
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</tr>
</tbody>
</table>
Please note that the First Aid and CPR component is not required for the successful completion of Module B. First Aid and CPR must be completed prior to student beginning their externship (if it is required by the site). Certification is not restricted to American Heart Association. Any nationally recognized First Aid and CPR certification will be accepted (i.e. American Red Cross, ASHI, National Safety Council).

Diploma - Dialysis Technician

32.5 CREDITS - 720 CLOCK HOURS – 40 WEEKS

The Dialysis Technician program prepares students to take the entry level CCHT (Certified Clinical Hemodialysis Technicians) exam upon completion of the program by following a progressive course of study to include the history of dialysis, patient vascular access, diet and nutrition and equipment set-up such as water testing in the dialysis clinical setting. Students will also learn the psychological effects of kidney disease to include kidney transplantation. The Dialysis Technician program provides training for entry level positions in dialysis centers and hospitals.

<table>
<thead>
<tr>
<th>Program Concentration – 32.5 Credits – 720 Clock Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>4</td>
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<tr>
<td>Module B Concepts in Healthcare</td>
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<tr>
<td>DT 101 Introduction to Dialysis</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>DT 103 Aspects of Kidney Disease</td>
<td>2.5</td>
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<td>0</td>
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</tr>
<tr>
<td>DT 104 Diet and Nutrition</td>
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<td>40</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DT 110 Basic Dialysis Skills</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>DT 115 Advanced Dialysis Skills</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>DT 120 Dialysis Technician Clinical Review</td>
<td>4</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>DT 160 Dialysis Technician Externship</td>
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<td>TOTAL</td>
<td>32.5</td>
<td>320</td>
<td>240</td>
<td>160</td>
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</table>

**See page 73, Course Descriptions, Add after DA Module I and before EC200 course descriptions**

DT 101 PRINCIPLES OF DIALYSIS
4.0 semester credits – 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This course introduces the student to the background of dialysis including history, use, and theory. The course will define dialysis as well as the mechanics and theory of dialysis. Causes of end stage renal disease and its signs and symptoms are also identified. Specific renal A & P is also covered as well as A-V access and problems unique to the ESRD patient. **Prerequisite:** Satisfactory completion of Module A and Module B

DT 103 ASPECTS OF KIDNEY DISEASE
2.50 semester credits – 40 clock hours
40 hrs Lecture 0 hrs Lab 0 hrs Practicum
This module introduces the student to the biological and mental processes that are related to human behavior. In this course, students are introduced to some of the psychological affects renal patients experience to include kidney transplantation. Topics include psychological, sensation, perception, motivation, emotion, memory, learning, thinking, language, and behavior. **Prerequisite:** Satisfactory completion of Module A and Module B

DT 104 DIET AND NUTRITION
2.5 semester credits – 40 clock hours
40 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces the student to the fundamental nutritional needs and concerns of the dialysis patient during daily life and in crisis situations. Food and fluid restrictions are covered as well as how to educate the dialysis patient about such needs. **Prerequisite:** Satisfactory completion of Module A, Module B and DT 101

DT 110 BASIC DIALYSIS SKILLS
4.0 semester credits – 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This course introduces the hands on skills needed to be a dialysis technician. Students are introduced to dialysis machine set-up, catheter care, vascular access care, and vital signs. Principles of pharmacology, common medications for dialysis
patients and their side effects, patient education and documentation are also covered. **Prerequisite:** Satisfactory completion of Module A, Module B and DT 101

**DT 115 ADVANCED DIALYSIS SKILLS**
4.0 semester credits – 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This course provides an overview of water treatment and dialyzer reuse. Theory of water treatment is covered as well as the rational and methods behind dialyzer reuse. The course also introduces the student to machine trouble shooting vascular access issues. **Prerequisite:** Satisfactory completion of Module A, Module B and DT 101

**DT 120 CLINICAL REVIEW**
4.0 semester credits – 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This course provides an in depth review of dialysis so that the student is well qualified to take their mandatory national dialysis test. This course covers a review of the Principles of Dialysis, the renal diet, transplantation, dialyzers, access issues, water and reuse, and machine troubleshooting. **Prerequisite:** Satisfactory completion of Module A, Module B, DT 101, DT 110 and DT 115

**DT 160 DIALYSIS EXTERNSHIP**
3.5 semester credits – 160 clock hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This course provides observation and participation in those tasks required of a Dialysis Technician in the clinical environment. Students will correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will be evaluated by both qualified medical personnel from the site and program faculty. **Prerequisite:** Satisfactory completion of all DT program courses to includes: Module A, B all other courses in the DT program.

**See Page 66, “Course Descriptions”:**
**BA 499 - RESEARCH PROJECT**
3.0 semester credits – 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to provide a final comprehensive project for students to complete. Students will be required to compile and submit a project that synthesizes knowledge gained throughout their program of study and serves as a bridge from the classroom to the workplace. Communication and presentation skills, research techniques and critical thinking will be emphasized through instruction and through assigned work. **Prerequisite:** Required completion of at least 111 credits within program.

**See Page 77, “Course Descriptions”:**
**HA 499 – HEALTH CARE ADMINISTRATION CAPSTONE**
3.0 semester credits - 45 clock hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This is a capstone course for the BS in Health Care Administration, reviewing global health care trends and issues current in the field. Students complete in-depth analyses of health care ethics, law, leadership, human resources, strategic decision making, and the global influence on health care. **Prerequisite:** Required completion of at least 111 credits within program.

**See Page 77, “Course Descriptions”:**
**MODULE B - CONCEPTS IN HEALTHCARE**
3.5 semester credits - 80 clock hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module contains lessons that will provide the students with the knowledge involving the core concepts of the health care delivery system and health occupations. It will discuss various aspects of communication, interpersonal skills, legal and ethical responsibilities, as well as safety and security procedures. The module will describe wellness and diseases, quality assurance, and aseptic techniques. Skills in computer literacy and employability are also discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.
**Please note that the First Aid and CPR component is not required for the successful completion of Module B. First Aid and CPR must be completed prior to student beginning their externship (if it is required by the site). Certification is not restricted to American Heart Association. Any nationally recognized First Aid and CPR certification will be accepted (i.e. American Red Cross, ASHI, or National Safety Council). **

Effective 07/13/2015

**See Page 4, “Administration:**
Remove list of programs approved by VA benefits.

**See Page 6, “Section 504ADA (Americans with Disabilities Act) Policy**
Added the following:

Albuquerque Campus
Himesh Lakhlani
4201 Central Ave. N.W., Ste. J
Albuquerque, NM 87105
505.836.9932
himesh.lakhlani@brooklinecollege.edu

**See Page 23, “Types of Student Aid – Department of Veterans Affairs (VA) Education Benefits**
Add the following:
The following Brookline College programs are approved for Department of Veterans Affairs (VA) benefits*:
- Master of Science in Nursing
- Master of Science in Nursing – Health Systems Administration
- Bachelor of Science – Medical Laboratory Science
- Bachelor of Science - Criminal Justice
- Bachelor of Science – Management
- Bachelor of Science – Nursing
- Bachelor of Science - Nursing for Baccalaureate Degree Graduates
- Bachelor of Science – RN to BSN
- Associate of Science – Accounting
- Associate of Science – Business
- Associate of Science - Criminal Justice
- Associate of Science - Health Care Administration
- Associate of Science - Medical Laboratory Technician
- Associate of Science - Paralegal Studies
- Associate of Science - Physical Therapist Assistant
- Diploma – Business
- Diploma – Dental Assistant
- Diploma – Massage Therapy
- Diploma – Medical Assistant
- Diploma – Medical Insurance Billing & Coding
- Diploma – Patient Care Technician
- Diploma – Pharmacy Technician
- Diploma - Phlebotomy Technician
- Diploma – Surgical Technician

*Applicants should check with Admissions and/or Financial Aid for program approval at specific campuses.

**See page 27, “Online Education”**
Change
Health Care
- Master of Science – Nursing Education
To

Health Care

- Master of Science in Nursing

**See page 61, “Diploma – Medical Insurance Billing and Coding”

(Module C is now MIBC Module C – Introduction to Medical Billing and Coding)

Diploma - Medical Insurance Billing and Coding

28 CREDITS - 720 CLOCK HOURS – 32 WEEKS/39 WEEKS

The Medical Insurance Billing and Coding Program provides training for entry level positions in private physician offices, clinics and hospitals. Students are exposed to the International Classification of Disease (ICD-9 and ICD-10), Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS) CMS 1500 form, Anatomy, Medical Terminology and Insurance Processing. Graduates of this program are prepared to deal with patients’ medical information, health records, medical reports and treatment outcomes.

<table>
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<tr>
<th>Program Concentration – 31.5 Credits – 720 Clock Hours</th>
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<th>Lecture Hours</th>
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<tr>
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<tr>
<td>Module B Concepts in Healthcare</td>
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<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MIBC Module C Introduction to Medical Billing and Coding</td>
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<tr>
<td>MIBC Module E Insurance Processing</td>
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<tr>
<td>MIBC Module F Medical Coding Systems</td>
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</tr>
<tr>
<td>MIBC Module G Health Information and Records Management</td>
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<tr>
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<td>160</td>
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<tr>
<td>MIBC Module HC MIBC Capstone Project (Online)</td>
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<td>0</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>28</strong></td>
<td><strong>280</strong></td>
<td><strong>280</strong></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>

*All MIBC students will take the same courses until they reach their final course; residential students will take MIBC Module H Practicum and online students will take MIBC Module HC Capstone Project.

**See page 84, “Course Descriptions”

MIBC Module C – Introduction to Medical Billing and Coding

3.5 semester credits – 80 clock hours

40 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module is designed to introduce students to the various components of electronic medical records, patient demographics, appointment scheduling, and financial record management. Students will be introduced to all coding programs currently used in the allied health field.

Prerequisite: Satisfactory completion of Module A and Module B.

It is recommended that MIBC Module C is taken prior to all other MIBC modules.

**See page 113, “Master of Science in Nursing – Nursing Education”

Change to Master of Science in Nursing

**See page 120, “Board of Directors”

Add the following to “Executive Administration:

Chris Lynne – President and CEO

Sean Kerrigan – Chief Financial Office

Gerald Collins – Corporate Director of Operations

Effective 07/10/2015

**See page 25, “Institutional Refund Policy Section”
Students shall have the option to withdraw from the school at any time by giving notice of their intent to terminate enrollment preferably in writing. In the absence of the student giving written notification, the student is dismissed after 14 consecutive calendar days from the last date of attendance, or upon the failure to return from an approved Leave of Absence. A student who does not attend at least 67% of the scheduled class hours will not receive credit for the course.

**See page 28, “Online Attendance Policy Section”**

Online students are encouraged to participate often in each course in which they are enrolled. Minimally, a student must submit a gradable item each week in order to be marked present for that week. A gradable item is defined as a threaded discussion, assignment, test or quiz. A student who does not complete at least 67% of the scheduled weeks will not receive credit for the course.

**Additional modification to create a separate “Online Completion Policy” with clearer language. (Based on the attendance standard previously classified as part of the Online Attendance Policy)**

A student who does not complete at least 67% of the gradable assignments will not receive credit for the course.

**See page 34, “Diploma and Undergraduate Program Requirements Section”**

**Bachelor of Science in Nursing (RN to BSN)**

This program is designed for students who hold an Associate’s Degree in nursing or a diploma in nursing and who wish to earn a Bachelor of Science Nursing degree.

**Bachelor Degree Programs**

All applicants enrolling into a Bachelor degree program must self-certify the attainment of a high school diploma, completion of a home schooling program, or a General Education Development (GED) certificate. Additionally, applicants may be considered for enrollment into a Bachelor degree program to complete the 3rd and 4th academic years, if they meet the following criteria:

1. The applicant must have completed an Associate’s degree with a minimum of 60 semester credits or 90 quarter credits from a nationally or regionally accredited school recognized by the U.S. Department of Education,
2. Coursework completed must have earned a minimum of a “C” grade,
3. The applicant must have earned at least a 2.0 grade point average (GPA) on a 4.0 scale,
4. Degrees conferred outside of ten years will be reviewed on a case-by-case basis. The Director of Education will make the final determination on whether transfer credits can be awarded.
5. If the conferred degree is not in a related field of study, the student may be required to take additional courses to satisfy program pre-requisites. For further information, please speak with the Campus Director of Education.
6. If the conferred degree does not contain a minimum of 15 semester credits or 22.5 quarter credits in general education courses, the student may be required to take general education courses with Brookline College to satisfy this requirement.

**See page 37, “Program –Specific Requirements Section”**

**Physical Therapy Assistant Program (PTA)**

Consideration for admission into the Physical Therapist Assistant program now requires the applicant to complete the TEAS V Exam™ (administered by Brookline College). The TEAS V Exam™ will now be preplacing the Wonderlic Scholastic Level Exam and Hobet V test. All applicants must have a high school diploma or GED and must score a minimum of 45 on the TEAS V Exam™. Retesting requires use of alternate form of test with a minimum 24-hour break between tests. Applicants are permitted no more than three attempts per start date. Test scores are valid for 12 months from the test date.

**See page 41, “Residential Attendance Policy Section”**

Students are expected to attend all scheduled class sessions. At the start of each course the student will receive a course syllabus with the attendance requirements outlined. Absences do not relieve the student of the responsibility for missed assignments and exams. Students shall notify the instructor in advance, if possible, of any anticipated absences. Prior arrangements must be made with each instructor for makeup work. Missed work may be made up at the instructor’s
discretion and in accordance with Brookline College policies. A student who does not attend at least 67% of the scheduled course hours will not receive credit for the course.

**See page 42, “Excessive Absence Section”**
After 14 consecutive calendar days of absence in all classes a student will be withdrawn from the College. If a student is enrolled in multiple courses, attends in one course but fails to attend the others, they will be withdrawn from the courses for which excessive absences are noted (i.e., after 14 days) in accord with the College’s procedures for course withdrawal. This policy applies to all continuing students and initiates at the point at which they attend during each term. This policy applies to new students at the point at which they have posted attendance in both Week 1 (i.e., the add/drop period) and Week 2. Any action taken due to excessive absences may affect financial aid and graduation dates. A student who does not attend at least 67% of the scheduled course hours will not receive credit for the course.

**See page 44, “Remedial Courses Section”**
Brookline College offers two three-credit courses, **MH040 Remedial Math** and **EN044 Remedial English** - that provide students with the opportunity to refresh or improve their basic skills in mathematics, reading and writing. These courses are optional and are graded on a pass/fail basis. These courses may each be repeated once.

**MH040** and **EN044** carry no credit toward an associate or bachelor degree, but they do count toward full-time status. They are not considered as part of the Satisfactory Academic Progress calculation and do not count in the student’s GPA. These courses are offered at no additional charge to the students.

**See pages 105-106, “Add/Drop Period Section”**
Students are expected to attend all scheduled class sessions. At the start of each course the student will receive a course syllabus with the attendance requirements outlined. Absences do not relieve the student of the responsibility for missed assignments and exams. Students shall notify the instructor in advance, if possible, of any anticipated absences. Prior arrangements must be made with each instructor for makeup work. Missed work may be made up at the instructor’s discretion and in accordance with Brookline College policies. A student who does not attend at least 67% of the scheduled class hours will not receive credit for the course.

**See page 106, “Excessive Absence Section”**
After 14 consecutive calendar days of absence in all classes a student will be withdrawn from the College. If a student is enrolled in multiple courses, attends in one course but fails to attend the others, they will be withdrawn from the courses for which excessive absences are noted (i.e., after 14 days) in accord with the College’s procedures for course withdrawal. This policy applies to all continuing students and initiates at the point at which they attend during each term. This policy applies to new students at the point at which they have posted attendance in both Week 1 (i.e., the add/drop period) and Week 2. Any action taken due to excessive absences may affect financial aid and graduation dates. A student who does not attend at least 67% of the scheduled class hours will not receive credit for the course.

**See page 64, “Diploma and Undergraduate Course Descriptions Section”**
Brookline College also offers two three-credit courses, **MH040 Remedial Math** and **EN044 Remedial English** - that provide students with the opportunity to refresh or improve their basic skills in mathematics, reading and writing. These courses are optional and are graded on a pass/fail basis.

**EN044 – Remedial English (3 credits)**

**Remedial English**

**COURSE DESCRIPTION:** This course provides an intense overview/review of the basic elements of modern English usage. This is a remedial course for students who do not pass the EN144-English Composition or are not prepared to enroll in EN144. The course includes writing experience with attention to the basic mechanical and structural elements of the writing process. This course is offered to meet the need for a foundation in grammar and sentence structure. This course includes a study of sentence types, sentence variations, and sentence combining. The focus of this course is on the development and writing of various types of paragraphs. Ancillary short readings are required.
EN040 – Remedial Math (3 credits)

**Remedial Math**

**COURSE DESCRIPTION:** This course is designed to introduce students to the foundational concepts of algebra. Topics include: fractions, decimals, ratios, real numbers, graphing, variables, and equations.

**See pages 34-36, “Proof of English Language Proficiency” section and references**

All nonimmigrant student applicants must provide Brookline College with proof of English language skills to pursue enrollment with the College. Nonimmigrant students can either: a) provide, in form of official transcripts, successful completion of coursework from an accredited high school or English language school certified with SEVP, b) take either of the approved proficiency exams and meet the minimum score requirements. The TOEFL (Test of English as Foreign Language) and IELTS (International English Language Test System) are the approved proficiency exams.

A minimum score of 550 on the paper-based and 84 on the internet-based TOEFL is required as proof of proficiency in English. This test must be submitted directly from the testing organization to the campus, sent to the attention of the DSO, where the nonimmigrant student is applying.

A minimum score of 6 on the TOEFL IELTS test is required as proof of proficiency in English. This test must be submitted directly from the testing organization to the campus, sent to the attention of the DSO, where the nonimmigrant student is applying.

Unless the native language of the nonimmigrant student is English, and the College can confirm the native language, then the student is not required to take the TOEFL test. There is no limited amount of times a student can take the test. TOEFL test scores are valid for two (2) years after the test date. The official scores become part of the permanent student record once the student has enrolled with the College.

**See pages 43-44, “Grading System” section**

**Grading System**

Brookline College is on a block schedule system with students receiving grades for each course/module attempted. The school uses the following grading for all programs including general education courses; with exception of courses in the Nursing program.

The following grading scale applies to all courses/modules except courses in the Bachelor of Science in Nursing Degree Programs

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Rating</th>
<th>Grade Point Value</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
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<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Very Good</td>
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<tr>
<td>C</td>
<td>70-79%</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Below Average – retake not required</td>
<td>1.0</td>
</tr>
<tr>
<td>D*</td>
<td>60-69%</td>
<td>Below Average – retake required</td>
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<td>F</td>
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<td>Incomplete</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*For Health Care programs, a grade of “D*” in a program concentration course is considered unsatisfactory and the course must be repeated. In legal programs (i.e., Paralegal, Criminal Justice, Forensics and Investigation), a grade of “D*” in a legal concentration course is considered unsatisfactory and the course must be repeated. A grade of “D” in a “General Education” and/or “Additional Course Requirement” course is considered satisfactory. In the BSN programs, a grade of less than “C” in any program concentration, nursing support, or general education course is considered unsatisfactory, and the course must be repeated.

**Bachelor of Science in Nursing Programs Grading System**

The Bachelor’s-level nursing programs (BSN) use different grading systems for nursing courses and nursing support courses. Because of the critical nature of the work and employment standards, the BSN programs use the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Rating</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>77-79%</td>
<td>Average (Nursing Courses and Nursing Support)</td>
<td>2.0</td>
</tr>
<tr>
<td>C*</td>
<td>70-79%</td>
<td>Average (General Education Courses)</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-76%</td>
<td>Failing (Nursing Courses and Nursing support)</td>
<td>1.0</td>
</tr>
<tr>
<td>D*</td>
<td>60-69%</td>
<td>Failing (General Education Courses)</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>None</td>
<td>Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>Repeated</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>Test Out</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
</tbody>
</table>
In the BSN programs, a grade of less than “C” in any program concentration, nursing support, or general education course is considered unsatisfactory, and the course must be repeated.

### All Programs

An “R” is used to denote a repeated class. If a course must be repeated, the original grade for the course is changed to an “R.” A student is permitted to obtain a letter grade of “W” if they withdraw from a course prior to no greater than 50% of the scheduled classroom hours having elapsed and all assignments have been submitted up to the point of a request for a withdrawal being made. Failure to attend or complete any class from which the student has not been officially withdrawn through a written request process will result in the grade earned in the course being that which includes all work completed up to that point and any missed work. **Students that officially withdraw after 50% of the classroom hours have elapsed will take a “WF” grade. The “WF” grade is calculated as credits attempted and carries a grade point value of 0.0 for the purposes of determining Satisfactory Academic progress.** Both “R” and “W” grades will be calculated as courses attempted and but will not have any point value for the purposes of determining Satisfactory Academic Progress.

A grade of “I” is granted only when, due to extreme extenuating circumstances, a student is unable to complete the work outlined in the course. It is the responsibility of the student to request an incomplete from the instructor for the course in writing. A student is only eligible for an “I” if they have attended 75% of the course and completed all required assignments up to the point at which an incomplete is requested.

In addition, a student cannot be on probation status. If an “I” is granted, a Contract for Success must be filled out and signed by both the faculty member and the student. The student will have an additional seven (7) calendar days from the scheduled end of the course to submit all outstanding assignments and satisfy the Contract for Success. Failure to submit outstanding assignments by that deadline will result in the “I” being replaced by the grade earned in the course, which will include any missed work.

“TC” designates transfer credits awarded for previous successful completion of academic coursework. “CR” denotes credit granted based upon CLEP/DSST/ACE or challenge test procedures.

**Addition to page 45, “Course Repetitions and Withdrawals” section

The grade earned by a student retaking a course as a regular student becomes the recorded grade for that course. If a course is repeated (due to failure), the original grade for the course is changed to an “R” and will not count in the calculation of the student’s CGPA. The credits attempted in both courses will be considered calculated credit hours attempted for the purpose of determining Satisfactory Academic Progress (SAP).

Students enrolled in an Allied Health modular program **for the first time** will be allowed to retake one class at no additional charge. Any additional courses that are retaken will be billed on a per credit hour basis. Retakes in the Surgical Technology program are $750.00 per module. Students will be charged for all retakes that are listed on their transcript. Students enrolled in an Associate of Science or Bachelor of Science program will be charged on a per credit hour basis for each retaken course. Retake fees must be paid in full prior to the first day of class if they cannot be covered with TIV funds, with the exception of the Massage Therapy program. In the Massage Therapy program, retakes cannot be covered using TIV funds. Students may only repeat the same course or module one time within each program of study, unless otherwise outlined in the College Catalog or program handbook.

A student is required to submit a written request to officially withdraw from Brookline College. Written requests must be presented to the Office of the Registrar. Non-attendance does not constitute official withdrawal. Brookline College may withdraw a student who has not filed a written request based on the last date of attendance if the student doesn’t notify Brookline College of their intention to withdraw or fails to attend school based on the attendance policy of Brookline College. Financial obligations are based on the last date of attendance per agreement signed by the student and Brookline College.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Rating</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF</td>
<td>None</td>
<td>Withdraw/Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>Transfer Credit</td>
<td>N/A</td>
</tr>
</tbody>
</table>
**Addition to page 3, “Accreditation and Affiliation” section**

The Nursing baccalaureate and master's programs at Brookline College are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

**See page 28, “Online Attendance Policy” section**

Online students are encouraged to participate often in each course in which they are enrolled. Minimally, a student must submit a gradable item each week in order to be marked present for that week. A gradable item is defined as a threaded discussion, assignment, test or quiz.

**Page 28, “Online Completion Policy”**

A student who does not complete at least 67% of the gradable assignments in a particular course will not receive credit for the course.

**See page 34, “Admittance Requirements for Bachelor of Science in Nursing programs” section**

If accepted, all nursing students will need the following at least two weeks before beginning clinical experiences:

1. Current American Heart Association CPR certificate
2. Drug screen
3. Physical exam and health and immunization records including the following
   a. Two step PPD
   b. Proof of immunity to measles, mumps, rubella, varicella, Hepatitis B (or Hepatitis B series in progress or signed refusal)
   c. Td or Tdap recommended

**See page 37, “Program Specific Requirements for Bachelor of Science in Nursing programs” section**

Nursing

In order to progress from semester to semester in the nursing program, students must complete and pass all coursework in all prior semesters (unless approved by the Dean of Nursing or Vice President of Nursing due to mitigating circumstances). Students who fail to achieve an average grade of 77% on all exams within selected nursing courses will not be permitted to progress into the next semester and must repeat the course. Courses that require students to achieve a 77% average grade on course exams include: NUR 202, NUR 302, NUR 305, NUR 306, NUR 307, NUR 308, NUR 401, NUR 402, and NUR 404. A grade of less than “C” in any two or more nursing program concentration courses at any time in the curriculum will result in dismissal from the program.

**See page 33, “Bachelor of Science in Nursing” section of the “Undergraduate Admittance Requirements”**

To be considered for admission to the Bachelor of Science in Nursing program, applicants must:

1. Have a high school diploma, evidence of completion of a home schooling program, or a General Education Development (GED) certificate
2. Testing
   a. Minimum composite score of 75% on the HESI Admission Assessment Examination; and a minimum score of 70% on the math and 74% on the vocabulary parts. Applicants are required to take the following four parts of the HESI admission examination: Reading Comprehension, Vocabulary, Grammar, and Math. Applicants are limited to two attempts to achieve the required passing score on the HESI exam per start date. Applicants may submit HESI Admission Assessment examination scores taken for another institution for consideration for admission if the test was taken within two years of applying to Brookline College.
   b. For international students, a TOEFL test with a minimum score of 84 and a minimum speaking score of 26 on the internet based test will be acceptable in place of the HESI Admission Assessment Examination.

**Addition to page 4, “Delivery Modes” section**

**Blended:**

Blended courses utilize both residential and online delivery modes. Students are expected to meet on campus in a traditional classroom setting as well as participate in classwork presented through an online learning management system.
**Hybrid:**
Students may have the opportunity to supplement or augment their schedule by participating in both residential and online courses, creating a “Hybrid” program format.
Phoenix Campus Staff & Faculty

Campus Director
Val Crewse, Campus Director

Academics
Meryl Krich, Director of Education
Janina C. Johnson-Carter, DNP, RN, Dean of Nursing
Cathy Dolan, EdD, MEd, RN, Assistant Dean of Nursing

Student Services
Alison Brownell- Regional Student Services Manager
Trinity Verdun, Student Services Manager (Online)
Jessi Quintana, Student Services Advisor (Online)
Muhummad Butt, Student Services Advisor (Online - Nursing)
Victoria Pritchett, Student Services Advisor (Online)
Robin Matthews, Student Services Advisor (Online)
Cynthia McWilliams, Student Services Advisor (Online)

Financial Aid
Robin Vanhof
Joanny Fakih
Stacy Sandoval
Marina Carrizosa
April Darmiento (Online) Financial Aid Administrator
Paris Johnson (Online) Financial Aid Administrator
Ashley Overton (Online) Financial Aid Administrator

Registration and Records
Elissa Shapiro, Registrar (Online)
Michelle Smith, Registrar
Sarah Rose, Registrar (Nursing)
Ikela Turner, Associate Registrar

Career Services
Normandie Benavidez, Director of Career Services
Angela Fowble, Career Advisor
Alleyn Ansay, Career Advisor
Corrie McDonald, Career Advisor

Learning Resource Center
Tracy Skousen, LRC Director

Admissions
Jamie Williams, Director of Admissions (Online)
Brian Jeanette, Director of Admissions
John Savelsberg, Assistant Director of Admissions

Admissions Representatives
David Cox (Online - Nursing)
Timothy Mionske (Online - Nursing)
Jimmy Davis
Bruce Elmore
Erik Engdahl
Raymon James
Mayra Pasillas
Alexandra Zamarron
James Watts (Online)
Dale Robinson (Online)
Thomas Montoya (Online)
Christina Smith (Online)
Summer Glenn (Online)
April Burton (Online)

Administrative Coordinators
Margie Plueger, Administrative Coordinator
Marlene Plumey, Administrative Assistant

Program Directors
Tammy Borders, Program Director- Dental Assisting
-AS – Medical Office Management – Apollo College
-Certified Dental Assistant (CDA) – Dental Assisting National Board (DANB)

Taiya Grannis, Program Director- Medical Assisting
-AS- Health Studies, Carrington College
-MA- Orthopedics and Sports Medicine, Long Medical Institute
-CCMA- National Healthcare Association

Kara Witte, Program Director, Medical Insurance- Billing and Coding
-BSW-Social Work-Southwest Missouri State University
-CPC-Certified Professional Coder- AAPC

Tamalia Meadows, LPN, Program Director- Patient Care Technician
- Practical Nursing Degree - Metro Tech
- Licensed Practical Nurse - Arizona State Board of Nursing

J.R. Gill, BS, CPhT, USN/Ret., Program Director- Pharmacy Technician
-BS- Allied Health-Board of Regents University of New York, Albany (A.K.A. Excelsior College)

Jennifer Upsher, RPT, Program Director- Phlebotomy Technician
-Certificate phlebotomy - Utah school of phlebotomy SLC, Utah
-Diploma Medical and dental front office assisting- learning institute Atlanta, GA
-AMT national certification- American medical technologists IL

Christopher Wright, Program Director- Business
-Ed.D - Educational Leadership - University of Phoenix
-MBA - Business Administration - University of Phoenix
-BA - Theatre - Arizona State University
Troy Sebastian, Program Director- Healthcare Administration
- MS – Health Care Administration – Grand Canyon University
- BS – Business Administration – Grand Canyon University

Andrea Gordon, Program Director- Medical Laboratory Science and Medical Laboratory Technician
- MEd – Health Education – Plymouth State University
- BS – Medical Technology – University of New Hampshire

Lynn E. Bagnull, Program Director- Physical Therapist Assistant
- BS in Biology, Edinboro University
- MBA Post graduate certification, University of Pennsylvania
- MBA Healthcare Systems Management, DeSales University

Faculty
Melissa Abella – General Education (Online)
- MEd – Curriculum and Instruction – University of Phoenix
- BA – English Education – University of Maryland

Roger Beckering – Medical Laboratory Science
- MA-Educational Leadership
- BA-Chemistry
- AS-Medical Laboratory Technology

Tynisa Berry – Nursing
- MSN - Family Nurse Practitioner - University of Phoenix
- BSN – Nursing – Grand Canyon, University

Gay Brack, PhD – General Education
- PhD - Literature, Arizona State University
- MA - English, Arizona State University
- BA - Journalism, Arizona State University

Kathleen Burke, PhD – Nursing
NIMH Postdoctoral Fellowship, Yale University School of Medicine, New Haven, CT
- PhD – Neuroscience - Indiana University, Bloomington, IN
- MS – Biology - Missouri State University, Springfield, MO
- BS – Biology - Missouri State University, Springfield, MO
- AD – Nursing - Joliet Junior College, Joliet, IL
- BS – English - Illinois State University, Normal, IL

Jody Caldwell – Legal Studies (Online)
- MS - Administration Justice - University of Phoenix
- BS - Criminal Justice Administration - University of Phoenix
- AS - Paralegal/Legal Assisting - Metropolitan College of Legal Studies

Thomas Cavanaugh - Medical Insurance Billing and Coding (Online)
- BA - Management - University of Phoenix
- Certified Medical Insurance Biller and Coder - National Center for Competency Testing

Eryn Cloutier - General Education (Online)
- MA - Clinical Psychology - St. Mary’s University
- BS - Psychology - University of Arizona

Cherry Cook – Nursing
- MS – Nursing – University of Phoenix
- BS – Nursing – Grand Canyon University
- RN – Arizona State Board of Nursing

Jayme Cook – General Education (Online)
- MEd Leadership – Northern Arizona University
- BA – English – Arizona State University

Kimberly Drayton - Nursing
- MS - Nursing Education - Grand Canyon University
- BS - Nursing - University of Florida
- AA - St. Petersburg College
- RN - Arizona State Board of Nursing

Jimmie Evans - Medical Laboratory Technician
- BS – Medical Technology – University of Texas
- American Society of Clinical Pathology (ASCP) Certification

Karen Farner, Lead Instructor- Medical Laboratory Science
- MS – Biology – Seton Hall University
- BA – Biology – Ithaca College
- MT(ASCP) – Medical Laboratory Technology- MetPath School for Laboratory Science (This was a certificate program – part of a 4 + 1 / 4 year Bachelor’s + 1 year MLT specific didactic & clinical prerequisite / path for sitting for the ASCP exam)

Susan Forsythe - Patient Care Technician Extern Coordinator
- LPN – Putnam Vocation Tech School
- LPN Certification - Arizona State Board of Nursing

Selina Fritter – Business/Accounting (Online)
- MS - Accounting – Southern New Hampshire University
- BS – Global Business – Arizona State University

April Garrett - Medical Assistant Externship Coordinator
- AS - Medical Assistant - Bryman School
- Certified Medical Assistant – NHS

Kallie Gatzemeier – Nursing
- MS – Nursing – Brookline College
- BS – Nursing – Brookline College
- RN – Arizona State Board of Nursing

Robert Gehl – General Education
- MA – Communication - Arizona State University
- BS - Sociology – Arizona State University

Marla Greenspan - Business (Online)
- MEd - Curriculum and Instruction - Arizona State University
- BA - Marketing - Arizona State University

Kellen Hansen – Health Care Administration (Online)
-Masters of Public Administration – University of Wisconsin-Milwaukee
-BA – Political Science – Brigham Young University

Roy Hawkins – Business/Management (Online)
- MBA - Business Administration - Arizona State University
- BS - Agricultural Economics - Southern University and A&M College

Tammie Hertel - Management/Core Studies (Online)
- MAEd - e-Education - University of Phoenix
- MBA - Information Technology Management - University of Phoenix
- BA - Management - William Patterson University

Nicholas Huff – Nursing
- MS – Nursing – University of Phoenix
- BS – Nursing – University of Phoenix

Bruce Janis – Business (Online)
- MBA - Yale School of Management

Theresa Jenkins – General Education (Online)
- Doctorate in Health and Wellness - University of the Rockies

Robin Kirschner – Nursing (Online)
- Ed.D – Argosy University
- MA – New York University
- BSN – University of Oregon
- Licensed Registered Nurse – Arizona State Board of Nursing

Amy Langord – Health Care Administration/Medical Insurance Billing and Coding (Online)
- Masters in Healthcare Administration & Education – University of Phoenix

Joshua Lee – Criminal Justice/Paralegal Studies (Online)
-MS – Legal Studies – American Military University
-BA – Justice Studies – Grand Canyon University
-AAS – Law Enforcement Technology – Rio Salado College

Victoria Lutz – Nursing
- MS – Nursing – Brookline College
- BS – Nursing – Brookline College
- RN – Arizona State Board of Nursing

Compreca Martin – Health Care Administration/Medical Insurance Billing and Coding (Online)
-MBA – Health Care Management – University of Phoenix
-BS – Health Care Management – University of Phoenix

Lorenza Murphy – Nursing
- MSN – Walden University
- BSN – University of Phoenix
- RN – Arizona State Board of Nursing
Peter Neshwat - Business (Online)
- MBA - Business Administration/Accounting - University of Phoenix
- BS - Interdisciplinary Studies - Arizona State University

John Oviatt - Computer Applications (Online)
- MS - Computer Information Systems - University of Phoenix
- BS - Business Information Systems - University of Phoenix

Harold Rankin – Criminal Justice (Online)
-Masters of Public Administration – Arizona State University
-BS – Justice Studies – Arizona State University

Roxana Rogers – Nursing
- MSN – Nursing – University of Phoenix
- BS – Nursing – University of Phoenix
- AAS – Rhode Island Junior College
- RN – Arizona State Board of Nursing

Barbara Rubin - Health Care Administration/Medical Insurance Billing and Coding (Online)
- MEd - Adult Education Community Service - University of Central Oklahoma
- BS - Medical Records Administration - East Central University

Troy Sebastian – Healthcare Administration (Online)
-MS – Heath Care Administration – Grand Canyon University
-BS – Business Administration – Grand Canyon University

Rob Shah - Business/Management (Online)
- MBA - Business Administration - Keller Graduate School of Management
- BS - Accountancy - Arizona State University

Clarice Spiss - Health Care Administration/Medical Insurance Billing and Coding (Online)
- BS - Allied Health Professions – Ohio State University
- AS - Medical Records – Cuyahoga Community College
- Registered Health Information Administrator - American Health Information Management Association (AHIMA)

Daniel Stamps - Business / Public Administration (Online)
- MPA - Public Administration - Northern Arizona University
- BS - Political Science - Arizona State University
- AA - General Studies - Glendale Community College

Jamie Sutton – Nursing
- MS – Nursing- Nurse Educator – University of Toledo
- BS – Nursing – Bowling Green State University College of Nursing

Paul Taylor - Criminal Justice (Online)
- BS - Criminal Justice - Everest College of Phoenix
- MS – Information Security and Analysis - Brookline College

Diane Tinker - Nursing
- MNS - Nursing - University of Arkansas for Medical Sciences
- BSN - Nursing - Boston College
- RN/APN - Arizona State Board of Nursing
Frank Torres - Business / Management (Online)
- MA - Organizational Management - University of Phoenix
- BUS - University Studies - University of New Mexico

Taralyn Valade Wear – Nursing Education
- MSN – Nursing Education – Grand Canyon University
- BS – Nursing – Grand Canyon University
- RN – Arizona State Board of Nursing

Jennifer Williams - English (Online)
- MA in Communications - Edinboro University of Pennsylvania

Christopher Wright – Masters of Administration (Online)
- EdD – Educational Leadership – University of Phoenix
- MBA – Business Administration – University of Phoenix
- BA – Theatre – Arizona State University
Tempe Campus Staff & Faculty

Campus Director
Dr. Mary Lou Lauer, PhD

Academics
Dr. Mary Lou Lauer, PhD - Interim Director of Education

Student Services
TBD

Financial Aid
Katrina Turgun – Financial Aid Manager
Branden Kidwell – Financial Aid Administrator
Emeline Latu – Financial Aid Administrator

Career Services
Angie Burns – Director of Career Services
Rachel Froio, Career Services Advisor
Natasa Peric, Career Services Advisor

Registration and Records
Jessica Bieterman, Registrar

Learning Resource Center
Emily Bettcher, LRC Director

Admissions
Rafael Salazar, Director of Admissions

Admissions Representatives
Cynthia Trudel, Senior Admissions Representative
Nicole Giannini
Robert Johannes
Manual Arellano
Nathan Nassoiy

Program Directors
Alison Wilson – Interim Program Director, Surgical Technology
-AS – Waukesha County Technical College – Surgical Technology
-BS – University of Phoenix – Health Care Management and Administration
-Certified Surgical Technologist (CST) National Board of Surgical Technology and Surgical Assisting

Latoya Adams - Program Director, Patient Care Technician
- AAA – Practical Nursing Degree – Gateway Community College
- Licensed Practical Nurse - Arizona State Board of Nursing

Michael Cochran – Program Director, Pharmacy Technician
- AAA – Rio Salado College
- CPhT – Pharmacy Technician Certification Board
Nicole Riley – Program Director, Medical Assistant, RMA
- Diploma – Medical Assisting – PIMA College
- Registered Medial Assistant – American Medical Technologist

Tammy Borders – Program Director – Dental Assistant
- AS – Medical Office Management – Apollo College
- Certified Dental Assistant (CDA) – Dental Assisting National Board

- Justine Dusanek – Program Director, Medical Billing and Coding
- MIBC – Diploma – Everest College

Vincent Watkins – Program Director, Criminal Justice
- MS – Criminal Justice – Chicago State University
- BA – Criminal Justice – Northeastern Illinois University

Faculty
Woodward Young – Surgical Technology
-Army Surgical Technology Program
-BS – Grand Canyon University
-Certified Surgical Technologist (CST) – National Board of Surgical Technology and Surgical Assisting

Cho Long Elizabeth Kim, MD (Adjunct) – Surgical Technology
-Dr. of Naturopathic Medicine – Southwest college of Naturopathic Medicine
-BS, Biochemistry – University of California
-Arizona Naturopathic Physician

Michelle Becker – Medical Assistant
- Diploma – Medical Assisting – Kelsey Jenney College
- Certified Medical Assistant – National Center for Competency Testing

Inez Johnson – Patient Care Technician
- AAS – Practical Nursing – Northwest Technical College
- Licensed Practical Nurse – Arizona State Board of Nursing
Tucson Campus Staff & Faculty

Campus Director
Mathew Gibbs

Academics
Anna Slaski, Director of Education

Student Services
TBD

Financial Aid
Joyce Quitugua – Financial Aid Manager
Iris Lopez – Financial Aid Administrator
Anthony Friedrich – Financial Aid Administrator

Career Services
Regina Gonzales - Career Services Advisor
Carrie Sanders – Career Services Advisor

Registration and Records
TBD

Learning Resource Center
David Seng - LRC Director
Laura Roche – LRC Assistant

Systems Administrator
Frank Bumgarner

Admissions Representatives
Israel Bojorquez
Kenny Welch
Maurice Nelson

Program Directors
Deneen Dotson – Program Director, Medical Assisting
- Diploma – Medical Assistant – Apollo College
- Certified Medical Assistant – National Healthcareer Association

Jessica Pitts – Program Director, Medical Insurance Billing and Coding
- MBA - University of Phoenix
- BS - Health Promotion, Community Health Education - Northern Arizona University
- Certified Coder - National Healthcareer Association

Chelsei Scott- Program Director, Patient Care Technician
- Diploma – PCT- Pima Community College
- Certified PCT- National Healthcareer Association

Sara White- Program Director, Pharmacy Technician
- Diploma-Pharmacy Technician - Bryman College
- PTCB National Certification – Pharmacy Technician Certification Board
- Licensed Pharmacy Technician – Arizona State Board of Pharmacy
Gilda Rada – Program Director, Business
- MBA – Business Administration – University of Phoenix
- BS – Business/Marketing – University of Phoenix

Nicole Bousquet – Program Director, Criminal Justice
- MS- Administration of Justice and Security-University of Phoenix
- BS- Public Administration- University of Arizona

**Faculty**

Kristian Everly - Criminal Justice
- BA - Criminal Justice - Bloomsburg University of Pennsylvania

Armando Martinez - Phlebotomy Technician
- Diploma - Phlebotomy - Pima Medical Institute
- Certified Phlebotomy Technician - National Healthcareer Association

Kaushal Pandey - Business
- MBA - International Business - Schiller International University

Rafael Quiñonez – Phlebotomy Technician
- Pima Medical Institute – Diploma Phlebotomy Technician
- Certified Phlebotomist – National Healthcareer Association

**Adjunct Faculty**

Pamela Adams – General Education
- MPA – Public Administration – University of Arizona
- BS – General Biology – University of Arizona

Clarissa Canez – Medical Assisting
- Diploma- Pima Medical Institute
- Certification Medical Assistant- American Medical technologist
- Certification – PCT – National Healthcareer Association

Luis Carlos – Patient Care Technician
- Certificate – PCT- Tucson Medical Center/Pima Community College
- Certificate- CNA –Arizona State Board of Nursing

Casandra Laskowski- Paralegal Studies
- JD – Law-University of Maryland
- BA- Philosophy-Florida International University

Suzin Marshall- Business
- MBA- Business Administration- University of Phoenix
- BS – Business Management- University of Phoenix

Sean Payne- Criminal Justice/ Paralegal Studies
- MBA- Business Administration- University of Phoenix
- BS- Criminal Justice Administration- University of Phoenix
Albuquerque Campus Staff & Faculty

Campus Director
Dr. Himesh Lakhlani

Academics
Dianna Johnston, DNP, RN, MSN, Dean of Nursing
Dr. Himesh Lakhlani, Interim Director of Education

Student Services
TBD

Financial Aid
Melissa Gutierrez, Senior Financial Aid Administrator
Geovany Soto, Financial Aid Administrator

Career Services
Ruben Barela, Director of Career Services

Registration and Records
Amanda Pearson, Registrar

Learning Resource Center
Peggy Martinez, LRC Director

Administrative Assistants
Anabel Medrano
Sylvia Escarsega - Nursing

Admissions
Cole Leslie, Director of Admissions

Admissions Representatives
Eva Mendez
Edgar Resendiz
Katherine Stodgell

Information Technology Technician
Dennis Welch

Program Directors
Nicole Holland – Program Director, Medical Assistant
- AA - General Studies - Georgia Military College
- Medical Assisting Diploma - Southwest Georgia Technical College
- Certified Medical Assistant - American Association of Medical Assistants (AAMA)
Faculty

Donald Pritchett II - Business / Legal Studies
- MA - Management - Webster University
- BA - Criminal Justice - Wayland Baptist University
- AAS - Criminal Justice - Community College of the Air Force

John Smolley – Nursing Support
- MD - University of Utah
- BS - Pre-Med - University of Nevada

Jamie Howard – Nursing
- MSN – Nursing—University of Phoenix
- BSN—Nursing--Grand Canyon University
- Licensed Registered Nurse—New Mexico State Board of Nursing

Sheral Cain - Nursing
- MSN – Nursing - Walden University
- BSN – Nursing - Chamberlain
- AND - Nursing - Albuquerque TVI
- Licensed Registered Nurse – New Mexico State Board of Nursing

Nancy Bartlett – Nursing
- MS – Nursing - University of Phoenix
- BSN – Nursing - University of New Mexico
- Licensed Registered Nurse – New Mexico State Board of Nursing

Theresa Strassburger - Nursing
- MSN - Nursing – Northern Illinois University
- BSN - Nursing - Northern Illinois University
-Licensed Registered Nurse – New Mexico State Board of Nursing

Lindsey McDaniels - Nursing
- BSN - Nursing – University of Nevada
-Licensed Registered Nurse – New Mexico State Board of Nursing

Monica Martinez - Clinical Nursing
-BSN- University of New Mexico
-Licensed Registered Nurse – New Mexico State Board of Nursing

Jake Fuller – Nursing Clinical
-MSN- University of St. Francis
-BSN- University of New Mexico
-Licensed Registered Nurse – New Mexico State Board of Nursing

Teresa V. Flowers – Pharmacy Technician
- BA – Human Services – Wayland Baptist University
- New Mexico Licensed Pharmacy Technician
- Certified Pharmacy Technician

Justin Henson - Nursing Clinical
-BSN- University of New Mexico
-Licensed Registered Nurse – New Mexico State Board of Nursing

Dennis Scott Wells- Nursing Clinical
-BSN- Pittsburg State University
-Licensed Registered Nurse – New Mexico State Board of Nursing
Mari Fraire - Nursing Clinical
- MSN - Walden University
- BSN - University of New Mexico
- Licensed Registered Nurse – New Mexico State Board of Nursing

Timothy Hartbarger - Nursing Clinical
- MSN - Brookline College
- BSN - Brookline College
- Licensed Registered Nurse – New Mexico State Board of Nursing

Joel Murray - Clinical Nursing
- BSN - Brookline College
- Licensed Registered Nurse – New Mexico State Board of Nursing

Anna Creswell - Nursing Clinical
- BSN - Loyola University
- Licensed Registered Nurse – New Mexico State Board of Nursing

Elizabeth Villalovos – Medical Assistant
- BS - Nursing – University of New Mexico
- Diploma – Medical Assistant – PIMA Medical Institute

Mandy Bemis – Medical Assistant
- Diploma – Medical Assistant – Kaplan Career Institute

Juana Labelle – Medical Assistant
- MS – Business Administration/HR Management – American Intercontinental University
- BS – Health Sciences/Physician Assistant – University of Florida

Charles Bazner – General Education
- MS – Business Administration – University of Phoenix
- BS – Business Administration – University of Phoenix

Robert Stelzer – Criminal Justice
- BA – Management – National American University

Peter K. Phipps – Criminal Justice
- JD – Juris Doctorate – University of New Mexico
- BA – Political Science/Communication – University of New Mexico