CAMPUS LOCATIONS

**Phoenix Campus- Main**
2445 W Dunlap Ave., Suite 100
(N. 25th Ave. & W. Dunlap Ave.)
Phoenix, AZ 85021
602-242-6265/ Toll free: 1-800-793-2428

**Tempe Campus- Non-main**
1140-1150 S. Priest Dr.
(S. Priest Dr. & W. University Dr.)
Tempe, AZ 85281
480-545-8755/ Toll free: 1-888-886-2428

**Tucson Campus- Non-main**
5441 E. 22nd St., Suite 125
(E. 22nd St. & S. Craycroft Rd.)
Tucson, AZ 85711
520-748-9799/ Toll free: 1-888-292-2428

**Albuquerque Campus- Non-main**
4201 Central Ave. N.W., Suite J
(Central Ave. NW & W. Atrisco Dr. NW)
Albuquerque, NM 87105
505-880-2877/ Toll free: 1-888-660-2428

Every Brookline College campus meets Americans with Disabilities Act (ADA) standards.

The most current copy of the Brookline College catalog is available online at www.brooklinecollege.edu

The policies included in this catalog and most recently dated supplement supersede any handbook or policy statements, whether written or oral. The most recent versions of all policies are available here; however, the catalog is not complete without the most recently dated supplement. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this catalog. Brookline College reserves the right to change the policies herein as needed in the course of business. The College will provide as much notice as possible of any changes in these policies.

For more information about our graduation rates, the median debt of students who completed the program, and other consumer important information, please visit the “Reporting and Disclosure” link on our website at www.brooklinecollege.edu
CAMPUS PHYSICAL RESOURCES

ALBUQUERQUE CAMPUS PHYSICAL RESOURCES
The Albuquerque campus is located in the Atrisco Shopping Center at 4201 Central Ave NM, Suite J, Albuquerque, New Mexico 87105. The building is located 2.3 miles south of I-40 (The City’s major East-West Route) and 3.5 miles west of I-25 (The City’s major North-South Route). There is ample parking and ample handicap designated parking. The closest bus stop is located on the corner of the Shopping Center making it convenient for those students who take public transportation. Entry to the main lobby of the campus is made through well-marked doors facing east toward Atrisco Avenue. The 30,054 square feet Albuquerque Campus is designed to meet the educational and professional needs of students, faculty and staff includes:

Hands-on laboratories include resources intended to maximize student subject matter expertise, critical thinking and problem-solving skills. A major emphasis is placed on interactive and performance-based instruction. Resources and equipment are chosen to facilitate these strategies (e.g., Internet access to accommodate research, computerized simulations to allow alignment of practice experiences with learned content, professional quality medical laboratory and examination tables to best replicate an actual medical office for students, and an array of program specific equipment and print materials) to assure that each student is provided a breadth and depth of experience in each program of study.

PHOENIX CAMPUS PHYSICAL RESOURCES
The Phoenix campus is located in an office complex on the corner of 2445 W. Dunlap Avenue, Suite 100, Phoenix, Arizona 85021. The building is .25 miles east of I-17 (the Valley’s major north to south interstate) and 7 miles north of I-10 (the Valley’s major east to west interstate). There is ample parking and ample handicap designated parking. The closest bus stop is located on the same corner as the school making it convenient for those students who take public transportation. Entry to the main lobby of the campus is made through well-marked doors facing north toward Dunlap Avenue. The 48,402 square feet Phoenix Campus is designed to meet the educational and professional needs of students, faculty and staff includes.

Hands-on laboratories include resources intended to maximize student subject matter expertise, critical thinking and problem-solving skills. A major emphasis is placed on interactive and performance-based instruction. Resources and equipment are chosen to facilitate these strategies (e.g., Internet access to accommodate research, computerized simulations to allow alignment of practice experiences with learned content, professional quality medical laboratory and examination tables to best replicate an actual medical office for students, and an array of program specific equipment and print materials) to assure that each student is provided a breadth and depth of experience in each program of study.

TEMPE CAMPUS PHYSICAL RESOURCES
The Tempe campus is located in a beautifully landscaped office complex at 1140-1150 South Priest Drive, Tempe, Arizona 85281. The building is conveniently located 1.5 miles from Loop 202, 4.7 miles from Loop 101, 2.0 miles from Route 60, and 1 mile from Interstate 10; with close proximity to major thoroughfares, the Tempe campus is a prime locale for students commuting from Tempe, Mesa, Scottsdale, Chandler, Maricopa, and surrounding areas. The campus provides ample parking, handicap designated parking, and easy access to public transportation for students, faculty and staff. Entry to the main lobby of the campus is made through well-marked doors facing west. The 31,389 square feet Tempe Campus is designed to meet the educational and professional needs of students, faculty and staff includes.

Hands-on laboratories include resources intended to maximize student subject matter expertise, critical thinking and problem-solving skills. A major emphasis is placed on interactive and performance-based instruction. Resources and equipment are chosen to facilitate these strategies (e.g., Internet access to accommodate research, computerized simulations to allow alignment of practice experiences with learned content, professional quality medical laboratory and examination tables to best replicate an actual medical office for students, and an array of
program specific equipment and print materials) to assure that each student is provided a breadth and depth of experience in each program of study.

TUCSON CAMPUS PHYSICAL RESOURCES
The Tucson campus is located in an office complex on the corner of 22nd Street and Craycroft at 5441 E. 22nd Street, Suite 125, Tucson, Arizona 85711. There is ample parking and ample handicap designated parking. The closest bus stop is located on the same corner as the school making it convenient for those students who take public transportation. Entry to the main lobby of the campus is made through well-marked doors facing south of 22nd Street. The 46,480 square feet Tucson Campus is designed to meet the educational and professional needs of students, faculty and staff.

Hands-on laboratories include resources intended to maximize student subject matter expertise, critical thinking and problem-solving skills. A major emphasis is placed on interactive and performance-based instruction. Resources and equipment are chosen to facilitate these strategies (e.g., Internet access to accommodate research, computerized simulations to allow alignment of practice experiences with learned content, professional quality medical laboratory and examination tables to best replicate an actual medical office for students, and an array of program specific equipment and print materials) to assure that each student is provided a breadth and depth of experience in each program of study.
Message from the Campus Directors

Welcome to Brookline College! Congratulations on your decision to continue your education. We understand that the decision to attend college is a big one, and we applaud you for taking this important step.

At Brookline College, we strive to provide you with a high-quality educational experience. Whether you will be attending one of our ground campuses or online, you have chosen a college that is dedicated to your success. Our faculty and staff are committed to doing everything they can to provide you with the opportunity to learn the knowledge and skills required for entry-level employment. Our team will support you every step of the way in your journey.

You should be proud of your decision to accept the challenge of earning postsecondary educational credentials. If you have any questions or need assistance, please do not hesitate to let us know.

We truly believe that your success starts here.

Once again, welcome!

Sincerely,

The Campus Directors of Brookline College
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MISSION, OBJECTIVES AND HISTORY

Mission
Brookline College is an independent, accredited institution dedicated to meeting the educational needs of a developing multicultural society. The institution is committed to preparing students academically and professionally to meet the constantly changing employment requirements of business, industry, public service organizations, and medical support agencies functioning in a highly advanced and expanding technological community.

Objectives
1. To provide comprehensive, concentrated, qualitative educational programs, which will guide the student through the development of the competencies needed to meet the employment requirements in a highly technological environment.
2. To provide services that will support a diverse student body in their pursuit of postsecondary education on a variety of levels and eliminate the barriers to the completion of their educational objectives.
3. To provide innovative approaches and methodologies in a non-traditional educational environment emphasizing a multiplicity of skills.
4. To recognize and integrate lifelong learning and academic experiences as they would apply to each student’s program of study.
5. To provide students with access to faculty members whose academic qualifications and practical experience will provide the valuable leadership necessary to prepare students for successful integration into the workplace.
6. To provide learners with the academic, cognitive, and professional skills necessary for career advancement.
7. To provide all students with a hands-on working knowledge of information technology procedures and applications.

History
Brookline College was originally incorporated and licensed in Arizona on October 18, 1979 as Arizona Institute of Business and Technology (AIBT), a non-profit business and technical school. The institution was accredited in 1982 by the Association of Independent Colleges and Schools (now the Accrediting Council for Independent Colleges and Schools, ACICS). In 1999, ACICS awarded AIBT Junior College status and granted approval for the institution to offer the Associate degrees at all campus locations.

In 2001, AIBT was awarded Senior College status by ACICS and received approval to offer Bachelor of Arts degrees via online delivery. In 2002, Arizona Institute of Business and Technology became International Institute of Americas (IIA) and opened a campus in New Mexico.

In July 2007, the Hamilton White Group IIA, LLC (now Brookline College, LLC) purchased the assets of IIA, and changed the school’s name to IIA College in March 2008. In June 2009, the institution was renamed Brookline College.

In June 2010, Brookline College received approval to offer baccalaureate degrees via residential and online delivery. In June 2011, Brookline College received approval to offer master degrees via residential and online delivery.

In February 2018, Brookline College received a grant of accreditation from the Accrediting Bureau of Health Education Schools (ABHES) to award certificates, diplomas, associate’s degrees, bachelor’s degrees, and master’s degrees.

Institutional Control
Brookline College is owned by Noble Educational Holdings, LLC, a Delaware LLC. The governance and control of the institution are invested in the Noble Educational Holdings, LLC Board of Directors, which consists of leading educators and experienced public servants. The Board of Directors is the ultimate policy making body of the institution.

A designee appointed and employed by the Board of Directors has the overall responsibility for the administration of all aspects of the institution. The designee reports directly to the Board of Directors. The designee and a team of executive administrators are jointly responsible for the overall operations of the institution’s campuses. A Campus Director at each campus provides day-to-day oversight of campus operations.
### Board of Directors

<table>
<thead>
<tr>
<th>Manager</th>
<th>Manager</th>
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</thead>
<tbody>
<tr>
<td>C. Cathleen Raffaeli</td>
<td>Oksana Malysheva</td>
</tr>
<tr>
<td>Vinod Paniker</td>
<td>Deforest Soaries Jr.</td>
</tr>
</tbody>
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### Executive Administration

C. Cathleen Raffaeli – Chief Executive Officer  
Connie Sharp – Chief Compliance and HR Officer  
Brent Passey – Chief Marketing Officer  
Janet Melton- Chief Academic Officer  
Shannyn Stern – Chief Financial Officer  
Brandon Corley - Chief Business Intelligence and Innovation Officer  
Janet Kramer – Vice President of Nursing

*Campus administration, staff and faculty listings are all included in the Catalog Supplement.*
Brookline College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award certificates, diplomas, associate’s degrees, bachelor’s degrees, and master’s degrees. ABHES is located at:

7777 Leesburg Pike, Suite 314
Falls Church, Virginia 22043
Telephone 703-917-9503
Facsimile 709-917-4109
Website: www.abhes.org

The Brookline College Phoenix, Tempe, and Tucson campuses are licensed in Arizona by the Arizona State Board for Private Postsecondary Education. The Brookline College Albuquerque campus is licensed in New Mexico by the New Mexico Higher Education Department.

The Associate of Science – Physical Therapist Assistant Degree at Brookline College- Phoenix Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

1111 North Fairfax Street
Alexandria, Virginia 22314
Telephone: 703-706-3245
Email: accreditation@apta.org
Website: http://www.capteonline.org

The Brookline College – Tempe Campus has programmatic accreditation for its Surgical Technology program by the Accrediting Bureau of Health Education Schools (ABHES).

7777 Leesburg Pike, Suite 314
Falls Church, Virginia 22043
Telephone 703-917-9503
Facsimile 709-917-4109
Website: www.abhes.org

The Brookline College – Phoenix Campus Medical Laboratory Technician and Medical Laboratory Science programs have been granted 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

The Brookline College – Albuquerque Baccalaureate nursing programs are approved by the New Mexico Board of Nursing:

6301 Indian School Rd NE #710
Albuquerque, NM 87110
Telephone: 505.841.8340
Website: https://www.azbn.gov/

The Baccalaureate and Master’s degree in Nursing programs at Brookline College are accredited by the Commission on Collegiate Nursing Education:

655 K Street, NW, Suite 750,
Washington, DC 20001
Telephone: (202) 887-6791

The Baccalaureate degree in Nursing programs at Brookline College are approved by the Arizona Board of Nursing:

1740 West Adams Street Suite 2000
Phoenix, AZ 85007
Telephone: 602-771-7800
Website: https://www.azbn.gov/
Brookline College has been approved by Arizona to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. For more information, visit: http://nc-sara.org/

In order to obtain or review documents describing accreditation, approval, or licensing of Brookline College or any of its programs, you can make a request from the Campus Director at any one of our campus locations or you can make a request by email to the Chief Compliance Officer at professionalethics@brooklinecollege.edu. Once the request is received, a response will be generated as quickly as possible, but within 5 business days of the request.
Holidays and Scheduled Academic Interruption

Expected graduation dates may be influenced by breaks or similar scheduled academic interruptions, which may include a leave of absence, a repeated course(s), intentional breaks between consecutive terms/semesters, or a change of program. Brookline College typically observes the following holidays: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. During weeks that contain holidays, make-up hours will be scheduled to be completed before the term/semester or module ends.

Holiday Calendar: 2020

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<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday</td>
<td>1/20/2020</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>5/25/2020</td>
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<tr>
<td>Independence Day</td>
<td>Friday</td>
<td>7/3/2020</td>
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<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>9/7/2020</td>
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<tr>
<td>Veteran’s Day</td>
<td>Wednesday</td>
<td>11/11/20</td>
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<tr>
<td>Thanksgiving Day</td>
<td>Thursday</td>
<td>11/26/20</td>
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<tr>
<td>Day After Thanksgiving Day</td>
<td>Friday</td>
<td>11/27/20</td>
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<tr>
<td>Christmas Eve</td>
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<td>12/24/20</td>
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<tr>
<td>Christmas Day</td>
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Breaks:
Non-Nursing classes are not in session during the summer break from July 6th, 2020 and July 10th, 2020 and the winter break from December 14th through December 25th, 2020. The Campus LRC and other resources will be available during this time.

Semester-Based program breaks occur between each semester: April 20th, 2020 through April 24th 2020, August 17th 2020 through August 24th 2020, and December 14th 2020 through December 25th 2020.

*During weeks that contain holidays, make-up hours will be scheduled to be completed before the term or module ends.*
Weekly Schedule
Brookline College generally offers day, afternoon and evening educational services Monday through Saturday. Under certain circumstances, educational services may be offered on Sunday, as well. Online classes are offered Monday through Sunday.

Instructional Delivery Modes
Residential
Residential courses meet on campus in a traditional classroom and/or laboratory setting.

Online
Online courses are offered through an online learning management system. Students have access to their online courses 24 hours a day; 7 days a week (see Online Education for program offerings).

Hybrid or Blended
In hybrid or blended programs students meet with faculty face-to-face onsite each week while enrolled in campus-based courses. Other courses required in the program, such as general education courses, are delivered online and supported by both the online instructor and campus-based tutors as needed.

Classroom Size
Brookline College strives to maintain small class sizes to foster a better learning environment for students. Class sizes, though small, still allow for a collegiate collaboration among students and faculty within the classroom. The class sizes meet both state and accreditation standards.

Policy Disclaimer Statement
Listed within the Brookline College catalog are general institutional policies and procedures that apply to all programs. Certain programs may require policies that go beyond those of the college and are more stringent than the policies contained in the College Catalog. Those policies will be described in detail in program-specific documents and made available to prospective and current students.
Title IX Sex Discrimination and Sexual Misconduct Policy and Procedures

Brookline College is committed to fostering an environment in which students, faculty, and staff learn and work in an atmosphere free of unlawful sex discrimination, which includes instances of sexual or gender-based harassment or sexual violence. The College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. The policy and procedures described below (and hereafter referred to as the “policy”) prohibit specific forms of behavior that violate Title IX of the Education Amendments of 1972 (“Title IX”).

The College recognizes its continuing obligation to take immediate and appropriate action to address sex discrimination, sexual and gender-based harassment and sexual violence, prevent its recurrence, eliminate any hostile environment and remedy its effects on any student, employee, third party or the broader College community, as appropriate, in all of its education programs and activities. The College regards sex discrimination, sexual or gender-based harassment, sexual violence, including sexual assault, domestic violence, dating violence, and stalking as serious offenses as a violation of this policy; these offenses may result in suspension, expulsion, or termination of employment. The College will address all incidents of sex discrimination or sexual or gender-based harassment for which it has notice (knows or should know about) even when a complaint or report is not filed. As necessary and appropriate under this policy, the College will discipline individuals who engage in behavior that violates this policy.

Neither the College nor any officer, faculty member, staff member, or agent of the College shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under Title IX. The College will take strong responsive action against any retaliation.

I. Jurisdiction

This policy applies to all students, faculty, and staff, regardless of sexual orientation or gender identity, as well as to third parties.

This policy applies to conduct in all of the College’s education programs and activities. The policy applies to off-campus conduct if the conduct occurs in the context of an education program or setting or had a continuing effect on campus or in an off-campus education program or activity.

If the Title IX Coordinator determines that there is no jurisdiction, the Title IX Coordinator will offer to assist the complainant and, as appropriate, the respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern.

II. Definitions

“Advisor” means any individual who provides the complainant or the respondent with support, guidance, or advice.

“Complaint” is an allegation of sex discrimination, including but not limited to sexual harassment, gender-based harassment, sexual violence, exploitation, intimidation, domestic violence, and dating violence, made under this policy.

“Complainant” refers to the individual who alleges that she/he has been the subject of misconduct under this policy, and can be a College student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the College’s attention by someone other than the complainant.

“Consent” is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Silence or failure to resist does not, in and of itself, demonstrate consent. Consent can be withdrawn at any time. Past consent to sexual activity between individuals does not constitute consent to subsequent sexual activity between those individuals, and consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. If coercion, intimidation, threats and/or physical force are used, there is no consent. If a person is under the legal age of consent, or mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. Whether one has taken advantage of a position of influence over another...
may be a factor in determining consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

“Dating Violence” means a felony or misdemeanor crime of violence committed:

i. By a current or former spouse or intimate partner of the victim;

ii. By a person with whom the victim shares a child in common;

iii. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

iv. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

v. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

“Domestic Violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person with whom the victim shares a child in common, person similarly situated to a spouse of the victim under domestic or family violence law, or anyone else against whom an adult or youth victim is protected under domestic or family violence law.

“Fondling” means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

“Gender-based harassment” is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes. An example of gender-based harassment would be mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

“Hostile environment” is an environment which is created when a person experiences unwelcome conduct related to that person’s sex or gender that is sufficiently serious that it interferes with or limits an individual’s ability to participate or benefit from an educational program or when such conduct unreasonably interferes with an individual’s employment. A hostile environment can be created by anyone involved in a College program or activity (e.g., administrators, faculty members, students, and even guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident can be sufficient. A single instance of sexual assault is sufficiently severe to create a sexually hostile environment. In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcomed to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered: 1) the degree to which the conduct affected one or more students’ education or individual’s employment; 2) the nature, scope, frequency, duration, and location of incident or incidents; and 3) the identity, number, and relationships of persons involved.

“Incapacitation” means any physical state when a person lacks capacity to give consent (e.g., when a person is asleep or unconscious, when a person lacks capacity to give consent due to the use of drugs or alcohol, or when an intellectual or other disability prevents the person from having the capacity to give consent).

“Intimidation” means to coerce by threat or to make timid or fearful.

“Notice” refers to when the College knows or reasonably should know of possible violations of the policy, including sexual harassment, gender-based harassment and sexual violence.
“Rape” means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

“Respondent” refers to the individual who is alleged to have committed sex discrimination, sexual harassment, gender-based harassment or sexual violence against a College student, employee, or visitor.

“Report” refers to information provided by someone other than a complainant reporting misconduct that violates this policy by someone.

“Responsible employee” refers to any employee who has the authority to take action to redress misconduct under this policy; who has been given the duty of reporting incidents of misconduct to the Title IX coordinator; or whom a student could reasonably believe has this authority or duty.

“Retaliation” is adverse treatment of an individual who complaints or reports a possible violation of the policy or assists someone with a complaint or report of a violation of the policy or participating in any manner in an investigation or resolution of a complaint or report. Adverse treatment includes threats, intimidation, coercion or discrimination (including harassment) and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.

“Sexual assault” is any form of sexual contact (i.e., any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party) that occurs without consent and/or through the use of force, threat of force, intimidation, or coercion. Any conduct that meets the definition of rape, fondling, incest or statutory rape constitutes a sexual assault.

“Sex discrimination” is conduct that is based upon an individual’s sex, marital or family status, pregnancy, gender identity, gender expression, nonconformity with gender stereotypes, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual’s employment, education, living environment or participation in a College program or activity.

“Sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

“Sexual harassment” is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

“Sexual violence” is an umbrella term that includes: sexual assault, dating violence, and domestic partner violence. Stalking, while not necessarily sexual in nature, can be a form of sexual violence depending upon the circumstances.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to;

i. Fear for the person’s safety or the safety of others; or

ii. Suffer substantial emotional distress.

For purposes of this definition, a course of conduct means two or more acts of stalking behavior. Stalking behavior includes but is not limited to: following a person; threatening a person; appearing uninvited at a person’s home, work, or school; making unwanted phone calls; sending unwanted emails or text messages; leaving objects for a person; vandalizing a person’s property; injuring a person’s pet; and monitoring or placing a person under surveillance. Stalking behavior may be conducted directly or indirectly, through a third party, and may be conducted by any action, method, or device.
“Statutory Rape” means sexual intercourse with a person who is under the statutory age of consent.

“Unwelcome Conduct” is conduct that an individual did not request or invite and considers the conduct to be undesirable or offensive. Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person’s account; the absence of corroborating information where it should logically exist; information that the respondent has been found to have harassed others; information that the complainant has been found to have made false allegations against others; information about the complainant’s reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

“Visitor” is an individual who is present at a College campus or unit but is not a student or an employee.

III. Prohibited Conduct

This policy prohibits sex discrimination and sexual or gender-based harassment that creates a hostile environment against any College student, employee or visitor. In determining whether alleged conduct violates this policy, the College will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

IV. Title IX Coordinator

A. Duties

The College’s Title IX Coordinator has primary responsibility for coordinating the College’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination and sexual harassment and gender-based harassment in all the operations of this College, as well as retaliation. The Title IX Coordinator will not have any other job responsibilities that create a conflict of interest with regard to the Coordinator’s duties and responsibilities under Title IX.

The College’s Title IX Coordinator has expert knowledge of the College’s Title IX policy. The Title IX Coordinator oversees all Title IX reports received by the College, including the Title IX Coordinator’s office and all other departments, offices, and individuals identified as responsible employees or delegated the responsibility for receiving and/or investigating reports of misconduct under this policy. The Title IX Coordinator will address any patterns or systematic problems that arise during the review of such reports and assess overall efficacy of coordination and overall response by the College to sexual harassment and sexual violence, including the implementation and efficacy of interim measures, steps taken to stop sex discrimination/harassment found to have occurred and prevent its recurrence, eliminate any hostile environment that has been created for students, and steps taken to remedy any discriminatory effects on the complainant and others, as appropriate.

The Title IX Coordinator has ultimate responsibility for: the prompt investigation of reports alleging sex discrimination, sexual harassment and sexual violence; determination of whether sex discrimination, sexual harassment or sexual violence has occurred in individual cases; the identification and provision of remedies (including interim measures) necessary to address sex, discrimination, sexual harassment or sexual violence, eliminate any hostile environment and prevent its recurrence; and consultation, as necessary, on any matter where it has been determined that sex discrimination, sexual harassment or sexual violence has occurred to ensure the College’s compliance with Title IX.

The Title IX Coordinator is responsible for providing information to students and employees regarding their Title IX rights and responsibilities, including information about the resources available on and off College property, the formal and informal resolution processes, the availability of interim measures, and the ability to file a complaint with local law enforcement and the College simultaneously.

The Title IX Coordinator will provide or oversee the provision of initial and ongoing training to individuals from any College department or office delegated the responsibility for receiving and/or investigating reports of sex discrimination,
including sexual harassment and sexual violence. The training content will include the substantive requirements of Title IX and how to investigate reports under Title IX that allege sex discrimination, including sexual harassment and sexual violence. The Title IX Coordinator is also responsible for the development, coordination, and implementation of periodic Title IX training for the College community (i.e., staff, faculty, students, etc.). The training will emphasize that all College employees must, within 24 hours of receiving the information, report information they have about possible violations of this policy, including sex discrimination, sexual harassment, and sexual violence, to the Title IX Coordinator.

The Title IX Coordinator is responsible for the development, coordination, and implementation of periodic Title IX training for the College community (i.e., staff, faculty, students, etc.). The training will emphasize that all College employees must, within 24 hours of receiving the information, report information they have about possible violations of this policy, including sex discrimination, sexual harassment, and sexual violence, to the Title IX Coordinator.

The Title IX Coordinator is responsible for coordinating communications with local law enforcement regarding the College’s obligations under Title IX.

The contact information for the College’s Title IX Coordinator is below:

Matthew Egan
Campus Director
E-mail address: Matthew.Egan@brooklinecollege.edu
Mailing address: Brookline College
1140 S Priest Dr
Tempe, AZ 85281
t: 602.644.7099 | f: 480.926.1371

B. Responsibility to Address and Respond

The Title IX Coordinator will address and respond to all reports and complaints of violations of this policy even absent the filing of a formal complaint, or if complaint has been withdrawn. The Title IX Coordinator will ensure that the complainant receives a written explanation of all available resources and options. The Title IX Coordinator may need to proceed with an investigation even if a complainant specifically requests that the matter not be pursued or requests confidentiality regarding the complaint. The Title IX Coordinator will take requests seriously, while at the same time considering the College’s responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence.

Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred. Complainants have a right to proceed simultaneously with a criminal investigation and a Title IX investigation, and the College may defer its investigation for a limited time for fact gathering but then will promptly resume its investigation.

C. Anonymous and Third-Party Reporting

The Title IX Coordinator accepts anonymous and third-party reports of conduct alleged to violate this policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator to investigate and respond as appropriate. However, the Title IX Coordinator may be limited in the ability to investigate an anonymous report.

V. Grievance Procedures

The College will take prompt and appropriate action to address and respond to all complaints, reports or other notice that the College receives of alleged or possible violations of this policy.

The following procedures should be followed whenever a person believes that they have witnessed or been the subject of discrimination or harassment on the basis of sex or gender. These procedures also apply to students and employees at our campus as well as in our online environment.

The College encourages members of the campus community to identify potential violations of this policy, so we may create the welcoming atmosphere necessary for you to work and learn. If an individual feels they have been discriminated against or harassed, the individual should immediately contact the Title IX Coordinator to report the offending incident or conduct. Timely reporting is vital to the College’s ability to investigate complaints and reports and
take prompt and appropriate action. Students and employees are encouraged to report misconduct even if similar conduct was not reported in the past.

College employees must, within 24 hours of receiving the information, report information they have about possible violations of this policy, including sex discrimination, sexual harassment, and sexual violence, to the Title IX Coordinator.

A person wishing to file a complaint should submit a written statement to the Title IX Coordinator or make an appointment to make a complaint in person to the Title IX Coordinator. The complaint should specify: 1) the name of the individual(s) against whom the complaint is made; 2) the nature of the alleged offense; 3) the specifics of the offending incident(s) with precise details (what happened, who was present, when, where, any reasons why they believe the action was taken); 4) the names of any witnesses to the events; and 5) the date and signature of the person making the complaint. It is recommended that as much information as possible be provided regarding the offending incident or conduct. The Title IX Coordinator will prepare a written complaint based on information provided in person.

The College encourages individuals who have experienced sexual harassment, gender-based harassment or sexual violence to report the incident(s) to campus authorities, even if they have reported the incident to outside law enforcement, and regardless of whether the incident took place on or off-campus. Such reporting will enable complainants to get the support they need and provide the College with the information it needs to take appropriate action. Individuals should be aware that there are employees at their College whom they can speak with on a strictly confidential basis before determining whether to make a report to College authorities. All information in connection with the complaint, including the identities of the complainant and the respondent, will be kept as confidential as possible and will only be shared with those who have a legitimate need for the information.

A. Law Enforcement

Compliants have a right to proceed simultaneously with a criminal investigation and a Title IX investigation and will be so informed by the Title IX Coordinator.

The Title IX Coordinators will coordinate with local law enforcement regarding the College’s obligations under Title IX. The Title IX Coordinator will contact any law enforcement agency that is conducting its own investigation to inform that agency that a College investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the College in its investigation. At the request of law enforcement, the College may delay its investigation temporarily while an external law enforcement agency is gathering evidence. Although cooperation with law enforcement may require the College to temporarily suspend the fact-finding aspect of a Title IX investigation, the College will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The College will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the Complainant.

B. Conflicts

If there is a complaint about the Title IX Coordinator or any staff member that is part of the Title IX Coordinator Office, or if the Title IX Coordinator or Title IX Coordinator staff has a complaint, that complaint should be filed with the CEO of the College. If the CEO agrees, the CEO will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the complaint. If the CEO is the respondent, the investigation will be handled by the College Title IX Coordinator or designee.

VI. Investigative Process -- Initial Assessment of Complaints and Reports of Policy Violations

The College will thoroughly, promptly, reliably and impartially investigate and respond to all complaints, reports or other notice of alleged or possible violations of this policy. Upon receipt of a complaint, report or other notice, the Title IX Coordinator will initiate the investigative process.

The Title IX Coordinator will conduct an initial assessment to determine the appropriate action. Following the initial assessment, the Title IX Coordinator may take any of the following actions:
• If the Title IX Coordinator determines that there is no jurisdiction (the misconduct at issue is outside the scope of the policy), the Title IX Coordinator will dismiss the complaint and, for reports and other notice, administratively close the matter. The Coordinator will offer to assist the complainant and, as appropriate, the respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern. The Title IX Coordinator may directly refer the complaint or report to another office for review.

• If the Title IX Coordinator determines that the misconduct at issue, even if substantiated, would not rise to the level of a policy violation, the Title IX Coordinator may dismiss the complaint or, for reports and other notice, administratively close the matter.

• If the Title IX Coordinator determines that the misconduct at issue would, if substantiated, constitute a violation of this policy, the Title IX Coordinator will initiate an investigation and determine and provide appropriate interim measures.

VII. Investigative Process: Informal and Formal Resolution

There are two avenues for resolution of an alleged policy violation: 1) informal resolution and 2) formal resolution. Formal resolution involves an investigation, appeal option, and sanction (if applicable). In cases involving allegations of sexual assault or sexual exploitation, informal resolution is not appropriate and will not be used. In other cases, the complainant has the option to proceed informally, when permissible.

A. Informal Resolution

If the complainant, the respondent, and the Title IX Coordinator all agree that an informal resolution should be pursued, the Title IX Coordinator (or designee) shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process, the Title IX Coordinator shall be required only to conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the College and the community.

Typically, an informal investigation will be completed within twenty (20) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified in writing of a revised expected resolution timeframe.

A complainant or respondent always has the option to request a formal investigation. The Title IX Coordinator also always has the discretion to initiate a formal investigation. If at any point during the informal process, the complainant, the respondent, or the Title IX Coordinator wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below will be invoked.

B. Formal Resolution

i. Investigation and Adjudication

The Title IX Coordinator will designate one or more investigators to conduct a prompt, thorough, fair, and impartial investigation. All investigators will receive annual training as noted above in Section IV. The investigation will be conducted by the Title IX Coordinator or designee.

a. Notice: The College will notify the complainant and the respondent in writing of the commencement of an investigation. Such notice will (1) identify the complainant and the respondent; (2) specify the date, time (if known), location, and nature of the alleged prohibited conduct; (3) identify potential policy violation(s); (4) identify the investigator; (5) explain the prohibition against retaliation; (7) instruct the parties to preserve any potentially relevant evidence in any format; (8) inform the parties how to challenge participation by the Investigator on the basis of bias or a conflict of interest; and (9) provide a copy of this policy.

b. Investigative Process: The investigator will notify and seek to meet separately with the complainant, the respondent, and third-party witnesses, and will gather other relevant and available evidence and information. The investigator may visit relevant
sites or locations and record observations through written, photographic, or other means. The investigator will prepare a case file of all interview summaries, witness statements, and other documents.

c. **Evidentiary Standard:** The evidentiary standard that will be used to determine whether there is a violation of this policy is whether there is a preponderance of the evidence (i.e., more likely than not) to believe that an individual engaged in a violation of this policy.

d. **Participation:** During the investigation, the parties will have an equal opportunity to be heard, to submit information and evidence, and to identify witnesses who may have relevant information. However, neither party is required to participate in the investigation nor any form of resolution under this policy, and the investigator will not draw any adverse inference from a decision by either of the parties not to participate. The investigator will provide a copy of the case file, redacted of personally identifiable information as necessary, to the complainant and the respondent. The investigator will specifically offer both parties an opportunity to respond in writing to the information in the case file. The complainant and respondent will be provided the same amount of time to submit a response.

e. **Advisors:** Throughout the process (including the investigation, appeal, and sanction determination, if applicable), each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. The parties may be accompanied by their respective advisors at any meeting or proceeding related to the investigation and adjudication of a report under this policy. While the advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

f. **Prior Sexual History:** The sexual history of the complainant and/or the respondent will generally not be used in determining whether a violation of this policy has occurred.

g. **Investigative Report:** At the conclusion of the investigation, the investigator will prepare an investigation report summarizing the information gathered and including a recommendation as to whether there is sufficient evidence, using the preponderance of the evidence standard, to support a finding of responsibility for a violation of the policy. The investigator will typically deliver the report to the Title IX Coordinator within 45 business days of the receipt of the complaint.

h. **Determination:** The Title IX Coordinator will review the investigative report and determine whether to concur or disagree with the recommended finding. If the Title IX Coordinator concurs with the recommended finding, the Coordinator will determine the appropriate sanction(s) for the prohibited conduct.

i. **Timeframe for Completion of Investigation:** Typically, the period from commencement of an investigation through resolution (finding and sanction, if any) will not exceed sixty (60) calendar days. This timeframe may be extended for good cause. The investigator will notify the parties in writing of any extension of this timeframe and the reason for such extension.

j. **Written Notice of Outcome and Sanctions:** The Title IX Coordinator will provide written notice to the complainant and the respondent about the outcome of the investigation. The notice to the respondent will include information about any sanctions imposed for a violation of the policy. As permitted, the notice to the complainant will include information about the sanction imposed on the
respondent (i.e., when the sanction directly relates to the harassed student). The written notice will be conveyed to the parties at the same time and will include information about the parties’ appeal rights.

VIII. Sanctions

If a student is found responsible for violating this policy, the Title IX Coordinator will determine the appropriate sanction based on the seriousness of the misconduct and the student’s previous disciplinary history (if any).

A. Penalties Applicable to Students

1. For violations of this policy by students, in general the penalties, in ascending order of severity, are:

   a. Warning: A formal admonition that does not become part of an individual’s permanent record, but that may be considered in judging the seriousness of any future violation.

   b. Disciplinary Probation: A more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from the College. Disciplinary probation will be considered in judging the seriousness of any subsequent infraction even if the probationary period has expired. Disciplinary probation appears on an individual’s permanent record at the College (but not on the transcript) and may be disclosed by the College in response to requests for which the student has given permission or as otherwise legally required.

   c. Withholding of Degree: In cases involving students in their final semester, the College may withhold a student’s degree for a specified period of time. This penalty is imposed instead of suspension at the end of the final year of study when all other degree requirements have been met. A withheld degree is recorded on a student’s transcript. Relevant information remains on the student’s permanent record at the College and may be disclosed by the College in response to requests for which the student has given permission or as otherwise legally required.

   d. Suspension: Removal from membership in the College for a specified period of time. A suspension is recorded on a student’s transcript. Relevant information remains on the student’s permanent record at the College and may be disclosed by the College in response to requests for which the student has given permission or as otherwise legally required.

   e. Suspension with Conditions: Removal from membership in the College for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this penalty, have been fulfilled. These conditions may include, but are not limited to, restitution of damages, formal apology, or counseling. A suspension with conditions is recorded on a student’s transcript. Relevant information remains on the student’s permanent record at the College and may be disclosed by the College in response to requests for which the student has given permission or as otherwise legally required.

   f. Expulsion: Permanent removal from membership in the College, without any opportunity for readmission to the community. Expulsion is recorded on a student’s transcript. Relevant information remains on the student’s permanent record at the College and may be disclosed by the College in response to requests for which the student has given permission or as otherwise legally required.

   g. Censure: College censure can be added to any of the penalties listed above, except warning. Censure indicates the College’s desire to underscore the seriousness of the violation and the absence of mitigating circumstances and to convey that seriousness in response to future authorized inquiries about the given individual’s conduct.
The following may accompany the preceding penalties, as appropriate:

1. Restriction of Access to Space, Resources, and Activities: When appropriate in cases involving behavioral misconduct between members of the community, restrictions may be placed on access to space and/or resources or on participation in activities so as to limit opportunities for contact among the parties.

2. Educational Refresher Programs: In addition to any of the penalties listed above, a student may be required to participate in educational refresher programs appropriate to the infraction.

2. For violations of this policy by faculty or staff members, disciplinary penalties may include (in accordance with the employment policies governing the employee in question) counseling or training, written warning, financial penalty, unpaid leave of absence, suspension, demotion or termination in accordance with the employment policies governing the specific employee.

3. Action against Visitors: In cases where the person accused of sex discrimination, sexual harassment, gender-based harassment or sexual violence is neither a College student nor a College employee, the College’s ability to act against the accused is limited. However, the College shall take all appropriate actions within its control, such as restricting the visitor’s access to campus. In addition, the matter shall be referred to local law enforcement for legal action where appropriate.

IX. Appeals

Both parties, the complainant and the respondent, may appeal the Title IX Coordinator determination and, as applicable, sanction in the formal resolution process to the College CEO. The CEO will have training regarding Title IX and prohibited conduct defined under this policy. If the CEO cannot maintain impartiality, or is involved in the complaint, that person shall be recused from the matter and the Title IX Coordinator shall appoint an appropriately trained replacement.

A complainant or respondent may file a written appeal on the grounds that: (1) there is substantial relevant information that was not presented, and reasonably could not have been presented during the investigation; (2) the imposed penalty does not fall within the range of penalties imposed for similar misconduct, or (3) there was procedural unfairness during the disciplinary process.

The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred. The CEO may decide to uphold the original decision of the Title IX Coordinator; to alter the imposed penalty; or to return the case to the panel for additional proceedings or other action.

The deadline for filing an appeal is one week from the date the parties are notified of the decision. If either party files an appeal, the College will notify the other party in writing, provide that party with the appeal, and permit that party three (3) days to file a response. The College will also provide to the appealing party a copy of any response. The College will notify both parties will be notified simultaneously, and in writing, of the outcome of the appeal. Although the timing for final determinations on appeals may vary, it is expected that a decision on a typical appeal should take thirty (30) days from the date the CEO receives the response to the appeal (or the time for filing such response has lapsed).

X. Interim Protective Measures

Upon receipt of a complaint, report or other notice of an alleged or possible violation of this policy, the College will provide reasonable and appropriate interim/protective measures designed to preserve the complainant’s educational experience, the safety of all parties and the broader College community, maintain the integrity of the investigative and/or resolution process, and deter retaliation. The College may provide interim/protective measures regardless of whether the complainant seeks formal disciplinary action. Interim/protective measures may include:

- Access to counseling services and assistance in arranging an initial appointment;
- Rescheduling of exams and assignments;
• Change in class schedule, including the ability to transfer course sections or withdraw from a course;
• Change in work schedule or job assignment;
• Providing medical services;
• Imposition of an on-campus “no contact order,” an administrative remedy designed to curtail contact and communications between two or more individuals;
• Barring individuals from coming on campus for a period of time; and/or
• Any other remedy that can be used to achieve the goals of this policy.

Any interim measures will not disproportionately impact the complainant. Requests for interim measures may be made by or on behalf of the complainant to any College official, including the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of interim measures and coordinating the College’s response and provision of the interim measures with the appropriate offices on campus. Concerns regarding the appropriateness and/or implementation of the interim measures should be directed to the Title IX Coordinator.

XI. College Obligations under this Policy

A. Confidential Employees

Students at the College who wish to speak to someone who will keep all of the communications strictly confidential should speak to one of the following: 1) counselor or other staff member at their College counseling center; 2) pastoral counselor (i.e., counselor who is also a religious leader) if one is available; or 3) staff member in a women’s or men’s center.

The above individuals will not report any information about an incident to the College’s Title IX Coordinator or other College employees without the student’s permission. The only exception is in the case where there is an imminent threat to the complainant or any other person. A student who speaks solely to a “confidential” employee must be advised by that employee that, if the student wants to maintain confidentiality, the College may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, these professionals will assist the student in receiving support. A student who first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement and thus have the incident investigated.

B. “Responsible” Employees

“Responsible” employees have a duty to report incidents of sex discrimination, sexual harassment, gender-based harassment or sexual violence, including all relevant details, to the Title IX Coordinator. Such employees are not permitted under any circumstances to maintain a complainant’s confidentiality. To the extent possible, information reported to responsible employees will be shared only with the Title IX Coordinator, the “responsible” employee’s supervisor, and other people responsible for handling the College’s response to the report. Before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee’s reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

The College has designated the following individuals as “responsible” employees: (i) Title IX Coordinator and staff members in the Title IX Coordinator’s Office (ii) CEO, (iii) Vice President of Human Resources. Once a responsible employee (that is not the Title IX Coordinator or her/his staff) receives such information, that employee will inform the Title IX Coordinator of the report.

XII. Confidentiality, Requests Not to Conduct Investigations, or Not to Report to Outside Law Enforcement

After a complaint or report of an alleged incident of sex discrimination, sexual harassment, gender-based harassment, or sexual violence has been made to the Title IX Coordinator, a complainant or reporter may request that the matter be investigated without her/his identity or any details regarding the incident being divulged further. Alternatively, a
complainant may request that no investigation into a particular incident be conducted or that an incident not be reported to outside law enforcement. The Title IX Coordinator will take requests seriously, while at the same time considering the College’s responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence.

If the Title IX Coordinator determines that she/he will maintain confidentiality as requested by the complainant, the College will take all reasonable steps to investigate the incident consistent with the request for confidentiality. However, a College’s ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request. In any event, the College is required to abide by any laws mandating disclosure. If the Title IX Coordinator determines that the College must report the incident to outside law enforcement, the College will cooperate with any criminal investigation, which may include providing the outside law enforcement agency with any evidence in its possession relating to the incident.

An individual who speaks to a College employee about sexual discrimination, sexual harassment, gender-based harassment, or sexual violence should be aware that employees fall into three categories: (1) “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s); (2) “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator; and (3) all other employees, who are strongly encouraged but not required to report the incident(s).

The Title IX Coordinator will keep confidential the complaint, report, witness statements, and any other information provided by the complainant, respondent, or witnesses and will disclose this information only to the complainant, respondent, or witnesses, as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other College officials as necessary for coordinating interim measures or for health, welfare, and safety reasons, and to government agencies who review the College’s compliance with federal law. Information about complaints and reports, absent personally identifiable information, may be reported to College officials, and external entities for statistical and analysis purposes pursuant to federal and state law and College policy.

XII. Retaliation

This policy prohibits retaliation against an individual who complaints or reports a possible violation of the policy or assists someone with a complaint or report of a violation of the policy or participating in any manner in an investigation or resolution of a complaint or report. Adverse treatment includes threats, intimidation, coercion or discrimination (including harassment) and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent. Any allegations of retaliation for making a report under this policy should be reported to the Title IX Coordinator or the CEO if the Title IX Coordinator is alleged to have engaged in the retaliation. Reports of retaliation will be investigated using the processes and standards outlined in this policy.

Nondiscrimination and ADA Policy

Brookline College adheres to the following federal regulations to ensure nondiscrimination: American Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Titles VI and VII of the Civil Rights Act of 1964. Brookline College affirms that it will not discriminate on the basis of gender, race, color, national origin, ethnicity, religion, age, disability, sexual orientation, veteran status, or marital status in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any acts of illegal discrimination by its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services. Brookline College confirms that the above provisions by its reference to applicable federal, state and local laws prohibits and condemns any retaliation of any kind against any employee or student engaging in the exercise of free speech or in activities protected by federal, state and local laws. If any student or faculty member has a concern about compliance with these federal regulations, please contact your Campus Director or Dean.

Campus Disability Compliance Coordinators will be the single point of contact at the campus for students requesting reasonable accommodations. The Campus Disability Compliance Coordinators are listed below with their contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication. In the event that you cannot reach a campus director please contact your dean or campus registrar.
When a student is referred to the Campus Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Campus Disability Compliance Coordinator receives the completed form, it will be reviewed, and a decision will be determined. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Campus Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If any student or faculty member has a concern about compliance with these federal regulations or would like information about facilities and services available to students with disabilities, including students with intellectual disabilities, please contact your Campus Director or the Chief Compliance Officer.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision. Students may find the Formal Grievance Procedure under the Resolution of Student Concerns in the College Catalog. The student may submit grievance request for review to the Professional Ethics Department, if the student is not satisfied with the outcome. All facts of the grievance must be submitted in writing within five (5) business days of the student received notice. The following is the contact information:

Professional Ethics Department
1140 S Priest Dr
Tempe, AZ 85281
Professionalethics@brooklinecollege.edu

A response to the grievance will be made within ten (10) business days of the receipt of the written grievance. A grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.

Family Educational Rights and Privacy Act of 1974 (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an
applicable program of the U.S. Department of Education. FERPA provides guidelines around a parent’s and/or eligible student’s right to access information contained within the student academic record as well as the College’s responsibility to protect the confidentiality of student information. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Student Health Information

Students in certain programs require immunizations because they practice invasive procedures such as venipuncture and injections (see program requirements for immunization specifications). Students will be taught workplace safety practices to limit their risk of injury or illness as part of their curriculum and are required to take standard.

Accidental Needle Sticks

According to the CDC, Healthcare is the fastest-growing sector of the U.S. economy, employing over 18 million workers. Women represent nearly 80% of the healthcare work force. Healthcare workers face a wide range of hazards on the job, including sharps injuries, harmful exposures to chemicals and hazardous drugs, back injuries, latex allergy, violence, and stress. Although it is possible to prevent or reduce healthcare worker exposure to these hazards, healthcare workers continue to experience injuries and illnesses in the workplace. Cases of nonfatal occupational injury and illness with healthcare workers are among the highest of any industry sector.

If you experience an accidental needle or sharps injury, either on campus or at a clinical or externship site, there are immediate steps that need to be taken. These steps include:

- Wash the affected area immediately with soap and water
- Flush splashes to the nose, mouth or skin with water
- Irrigate eyes with clean water, saline or sterile irrigants
- Report the incident to your site supervisor and Program Director immediately

All incidents must be reported using the campus incident report form. All incidents must be immediately reported to the Chief Compliance Officer.

Emergency Action Plan

In the event of an emergency situation which involves a student a college staff or faculty member will call 911. Emergency situations are possible broken bones, loss of conscious, seizure or significant bleeding, chest pain or discomfort, and difficulty breathing. The student will be transported to the closest facility available for treatment. If a student declines treatment, he or she can make their own arrangements to be seen by their health care provider. Under no circumstances will Brookline College associates provide treatment or diagnosis of any situation. Nor will any student be transported to a medical facility by any Brookline College associate.

Campus Safety and Security

Brookline College complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1 of each year. Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency and to campus administration. Emergency numbers are posted throughout the school. The security of all school members is a priority. Each year the College publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. This report is available at each campus. For comprehensive information, please see section titled Commitment to a Safe and Clean Environment in the student handbook. Students with ideas, concerns or suggestions for improved safety are encouraged to share them, without fear of reprisal, with a faculty member or bring them to the attention of the Campus Director. Brookline College strives to provide a safe and healthy school environment. Students who
have medical conditions that would prevent them from engaging in course activities such as working with radiography or certain chemicals should contact the accommodation coordinator.

**Misrepresentation**

Brookline College has procedures in place to ensure that it does not misrepresent the nature of its educational programs including but not limited to false, erroneous, or misleading statements concerning the particular type, specific source, nature and extent of its institutional, programmatic, or specialized accreditation.

Brookline College’s procedures ensure that it will not misrepresent whether a student may transfer credits earned at the institution to any other institution or the conditions under which it will accept transfer credits earned at another institution.

Brookline College’s procedures ensure that it will not misrepresent whether successful completion of a course of instruction qualifies a student for acceptance to a labor union or similar organization or to receive, to apply to take or to take the examination required to receive, a local, State, or Federal license, or a nongovernmental certification required as a precondition for employment, or to perform certain functions in the States in which the educational program is offered, or to meet additional conditions that the institution knows or reasonably should know are generally needed to secure employment in a recognized occupation for which the program is represented to prepare students.

Brookline College’s procedures ensure that it will not misrepresent the requirements for successfully completing the course of study or program and the circumstances that would constitute grounds for terminating the student’s enrollment.

Brookline College’s procedures ensure that it will not misrepresent whether its courses are recommended or have been the subject of unsolicited testimonials or endorsements by vocational counselors, high schools, colleges, educational organizations, employment agencies, members of a particular industry, students, former students, or others; or governmental officials for governmental employment.

Brookline College’s procedures ensure that it will not misrepresent its size, location, facilities, or equipment; the availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet; the nature, age, and availability of its training devices or equipment and their appropriateness to the employment objectives that it states its programs and courses are designed to meet; or the number, availability, and qualifications, including the training and experience, of its faculty and other personnel.

Brookline College’s procedures ensure that it will not misrepresent the availability of part-time employment or other forms of financial assistance; the nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance it will provide its students before, during or after the completion of a course; or the nature or extent of any prerequisites established for enrollment in any course.

Brookline College’s procedures ensure that it will not misrepresent the subject matter, content of the course of study, or any other fact related to the degree, diploma, certificate of completion, or any similar document that the student is to be, or is, awarded upon completion of the course of study; whether the academic, professional, or occupational degree that the institution will confer upon completion of the course of study has been authorized by the appropriate State educational agency. This type of misrepresentation includes, in the case of a degree that has not been authorized by the appropriate State educational agency or that requires specialized accreditation, any failure by an eligible institution to disclose these facts in any advertising or promotional materials that reference such degree; or any matters required to be disclosed to prospective students under §§ 668.42 and 668.43 of this part.

Brookline College’s procedures ensure that it will not misrepresent the nature of its financial charges including but not limited to false, erroneous, or misleading statements concerning offers of scholarships to pay all or part of a course charge; or whether a particular charge is the customary charge at the institution for a course.
Brookline College’s procedures ensure that it will not misrepresent the cost of the program and the institution's refund policy if the student does not complete the program; the availability or nature of any financial assistance offered to students, including a student's responsibility to repay any loans, regardless of whether the student is successful in completing the program and obtaining employment; or the student’s right to reject any particular type of financial aid or other assistance, or whether the student must apply for a particular type of financial aid, such as financing offered by the institution.

Brookline College’s procedures ensure that it will not misrepresent the employability of its graduates including but not limited to false, erroneous, or misleading statements concerning the institution’s relationship with any organization, employment agency, or other agency providing authorized training leading directly to employment; the institution’s plans to maintain a placement service for graduates or otherwise assist its graduates to obtain employment; or the institution’s knowledge about the current or likely future conditions, compensation, or employment opportunities in the industry or occupation for which the students are being prepared.

Brookline College’s procedures ensure that it will not misrepresent Whether employment is being offered by the institution or that a talent hunt or contest is being conducted, including, but not limited to, through the use of phrases such as “Men/women wanted to train for * * *,” “Help Wanted,” “Employment,” or “Business Opportunities”; government job market statistics in relation to the potential placement of its graduates; or other requirements that are generally needed to be employed in the fields for which the training is provided, such as requirements related to commercial driving licenses or permits to carry firearms, and failing to disclose factors that would prevent an applicant from qualifying for such requirements, such as prior criminal records or preexisting medical conditions.

**Directory Information**

Directory Information is information on a student that the College may release to third parties without the consent of the student. Brookline has defined directory information as the student’s name, e-mail address, image or likeness, program undertaking, dates of attendance, honors and awards, and credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Campus Director.

**Leave of Absence (LOA)**

Leaves of Absence (LOAs) are granted for jury duty, military reasons, medical reasons, significant non-academic issues or other extenuating circumstances as defined and approved by the Campus Director, Director of Education, Dean of Nursing or Chief Compliance Officer. Students must also be reviewed by the Financial Aid Department. The guidelines for LOAs are as follows:

1. A student must be in attendance for at least 30 calendar days to be eligible to request a LOA.
2. The request must be made in writing with appropriate supporting documentation provided to the College and must be submitted before the student exceeds any attendance policy. The written request must include the reason for the request, as well as the dates being requested.
3. A student on LOA will be scheduled to return at the beginning of the next requested term and must return and post attendance by the end of the add/drop period for that term.
4. If a student takes a LOA during a course, the student must repeat the entire course, unless a final grade can be given.
5. If a student fails to return from an approved LOA, the student is considered to have withdrawn from the College and their last date of attendance (LDA) will be their actual last date of recorded attendance.
6. Failure to return from a LOA may affect Title IV recipient’s loan repayment times and exhaustion of some or all of a student’s financial aid grace period.
7. Under no circumstances will a LOA be permitted to exceed 180 days during any 12-month period. The 12-month period begins on the first day of the student’s LOA and is counted using calendar days.
8. The student will be expected to return within the specified time frame.
**Student Records Retention**
As required by Federal Regulation (34 CFR 668.24) Brookline College maintains all student records for a minimum of five years from the last award year that aid was disbursed after the student is no longer enrolled. Transcripts and applicable financial aid documents are maintained indefinitely as noted in the Federal Regulation (34 CFR 668.24).

**Health Insurance Portability and Accountability Act (HIPAA)**

**Campus Security**
Weapons are not permitted on campus. Students with weapons will not be allowed to attend class or participate in scheduled school activities. All students and employees are encouraged to report any violation of the above regulation to the Campus Director. All other criminal activity will also be reported to the Campus Director. The institution and its campuses strive to provide a safe, secure learning environment. However, Brookline College cannot be held responsible for the loss of books or personal property brought onto the campus or in the parking lots. Please secure your possessions at all times.

**Drug-Free Environment**
The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires Brookline College to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Brookline College’s standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students on Brookline College’s property or during any Brookline College activity on or off campus. In addition to this, certain prescription medications that can alter one’s ability to make critical thinking decisions are therefore prohibited. Questions on these medications can be directed to the Program Director for further clarification. If any student is suspected of drug or alcohol use or abuse, Brookline College reserves the right to request drug/alcohol testing and/or counseling. In addition, actions up to and including termination of enrollment may ensue.
Satisfactory Academic Progress (SAP)

Satisfactory academic progress applies to all students and is necessary in order to maintain eligibility for enrollment at the institution. Satisfactory academic progress is also necessary in order to maintain eligibility for financial aid programs and VA education benefits. Satisfactory Academic Progress is measured at the end of each payment period for all programs. A student’s failure to meet these standards will result in the student being placed on financial aid/academic warning, financial aid/academic probation, and/or dismissal from the College or dismissal of participation in the financial aid programs.

The following applies to all students enrolled at Brookline College:

1. The qualitative and quantitative standards of satisfactory academic progress will be evaluated at the end of each academic term (also referred to as a “payment period”). The length of an academic term can vary depending on the academic credential to be earned and/or session attending:

<table>
<thead>
<tr>
<th>Academic Credential/Session</th>
<th>Length of Academic Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree (Nursing programs, PTA, MLT and MLS)</td>
<td>16 weeks</td>
</tr>
<tr>
<td>Degree (AS and BS not listed above)</td>
<td>15 weeks</td>
</tr>
<tr>
<td>Diploma (Surgical Technology)</td>
<td>15 weeks</td>
</tr>
<tr>
<td>Diploma (day and evening session)</td>
<td>20/19 weeks</td>
</tr>
</tbody>
</table>

2. Students must be progressing at a pace of completion in their educational program consistent with the maximum timeframe permitted for his or her program of study. The maximum time frame is a period of time that is no longer than 1.5 times the published length of the educational program as measured in credit hours. For example, a program requiring 120 credit hours for graduation would allow the student a maximum of 180 credit hour attempts (120 x 1.5 = 180) to complete the program of study.

3. Students must successfully complete a cumulative minimum of 67% of attempted credits and earn at least a cumulative grade point average (CGPA) of 2.0 at each evaluation point to be considered in good academic standing. Students enrolled at the Graduate-level must maintain a cumulative GPA of 3.0 or higher. See the grading scale sections of this catalog for the impact of each grade SAP calculations.

4. Transfer credit hours that are accepted toward a student’s program of study and Test Out credits are counted as both credit hours attempted and credit hours earned in the pace of completion.

5. Incomplete grades (I), Withdrawals (W), and course repetitions (R), are counted as credits hours attempted but not credits hours earned in pace of completion. Incomplete grades (I), Withdrawals (W), course repetitions (R), no pass (NP), pass (P) and not attempted (NA) are not counted towards a student’s CGPA.

6. No pass (NP) counts towards credits attempted, but not credits earned. Pass (P) is counted as credit hours attempted and earned.

7. Brookline College does offer foundational courses. These are not calculated in the student’s GPA or pace of completion as they do not count towards a program of study.

8. All periods of enrollment, regardless if a student is receiving Title IV funds or VA education benefits, are counted towards Satisfactory Academic Progress (SAP).

9. If it is determined that the student can no longer graduate within a defined maximum timeframe, the student’s Title IV eligibility will be discontinued.

Cumulative Grade Point Average (CGPA) - Qualitative Standard

One aspect of academic progress is the student’s cumulative grade point average (CGPA). Students must be advancing toward or maintaining a 2.0 or above CGPA for all Brookline College coursework to maintain good academic standing and
to meet the requirements for graduation. Students enrolled at the Graduate-level must maintain a cumulative grade point average of 3.0 or higher.

**Effect of Grades on SAP - All Programs**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Value</th>
<th>Included in CGPA</th>
<th>Credit Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C^</td>
<td>2.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D*</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>AU</td>
<td>None</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>NP</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>P</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>No</td>
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</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>NA</td>
<td>None</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Grade of D is not applicable in Graduate Programs.

**Grade of C^ is only applicable to the Bachelor of Science in Nursing (BSN) programs.

**Pace of Completion - Quantitative Standard**

To ensure all students are progressing towards graduation, an additional measurement is utilized to calculate satisfactory progress. The additional measurement, called pace of completion, calculates a student’s academic progress by the percentage of credit hours earned compared to the total credit hours attempted in their program of study. All students at Brookline College must complete their program without exceeding 150% of the published length of their program measured in credit hours. Students must maintain a minimum cumulative 67% pace of completion at any evaluation point to be considered in good standing.
Changing/Additional Programs
If a student changes programs, only those courses that apply toward the new program will be counted in calculating CGPA and the number of credits attempted. If a graduate of Brookline College enrolls in a new program at the College, only those courses that apply toward the new program will be counted in calculating the CGPA and number of credits attempted. See the Transfer of Credit within Brookline College Policy for specifics.

Financial Aid/Academic Warning
At the end of each evaluation period, if the student falls below either required minimum at any evaluation point the student will be placed on financial aid/academic warning during which time their CGPA must be brought to the required minimum of 2.0 (3.0 or higher for Graduate-level students) and cumulative pace of completion to a minimum of 67%. Students may continue to receive financial aid during this warning period assuming all other requirements are met. If a student meets the minimum standards at the evaluation point at the end of the warning period, the student will be notified and removed from financial aid/academic warning. If a student does not meet the minimum standards at the evaluation point at the end of the warning period, the student will be terminated, and the student’s financial aid discontinued. A student may appeal to the college for academic reinstatement and to regain eligibility to receive financial aid by following the written appeal process, including all deadlines, for reinstatement within the add/drop period of the new semester. A student placed on financial aid/academic warning who fails to meet the minimum standards at the end of their warning period will be notified in writing by the Director of Education or designee. The Financial Aid/Academic Warning status is not appealable.

Financial Aid/Academic SAP Appeal Process
The Appeals Committee acts upon requests for exceptions to existing academic policies and requirements that are brought forth due to extenuating or mitigating circumstances. Mitigating circumstances can include, but are not limited to, death in the family, court obligations, military duties and responsibilities, and medical issues. The committee works to find equitable and reasonable solutions supported by evidence,

1. For a Formal Appeal, the student must complete and submit a student appeals form. A student must complete an appeal form which can be obtained from the Registrar and submit it along with a letter to the Director of Education or designee within seven (7) calendar days from when the situation the student wishes to appeal has occurred. The letter must describe, in detail, the circumstances which the student feels an egregious violation of policy or error has occurred.

2. The Appeals Committee, composed of a member from each of the following departments: Financial Aid, Nursing (as appropriate if the student is in a Nursing program), Faculty, Career Services, and a Program Director will convene to review the student’s appeal.

3. The Committee will evaluate the appeal based on the following
   a. The Committee will review the appeal and supportive documentation
   b. Review student academic performance
   c. Evaluate the impact of significant non-academic issues
   d. Interview the student, if she/he desires to present her/his case to the committee
   e. Review documentation provided by the student
   f. A written response will be given to the student within 10 calendar days from date of receipt of their appeal letter. While a student’s appeal is being considered, there will be no change in the status under the appeal. Students whose appeals are granted must abide by any terms and conditions set out in the committee’s letter granting the appeal.

4. A member of the appeals committee will be appointed to keep a log of the discussion that take place regarding each individual student appeal and document the reasoning behind any decision made. This person will also file all supporting documentation in the appeals file.

5. If the student disagrees with the decision of the Appeals Committee, she/he may request a review by the Chief Compliance Officer. A written response will be given to the student within 10 calendar days from the date of receipt of their appeal letter by the Chief Compliance Office. While a student’s appeal is being considered, there will be no change in the status under the appeal.

There may be times that students are unable to meet the requirements of the program due to issues beyond their control such as jury duty, military reasons, medical reasons or other extenuating circumstances. If a student appeals due
to extenuating circumstances and the appeal is granted, the school will allow a one probationary period of enrollment for that student. The school is not eliminating, or disregarding grades or hours attempted in the SAP calculation nor is the student’s permanent academic record being modified. When the appeal is granted, the school acknowledges that because of the documented extenuating circumstances, the student continues to be eligible for financial aid even though the student has fallen below the school’s satisfactory academic progress standards. When the period is over the student must again be meeting the satisfactory academic progress standards.

Financial Aid/Academic Probation
Financial aid/academic probation is a status assigned to a student who fails to meet satisfactory academic progress standards and whose appeal has been approved. Written notification will be sent to all students being placed on probation. Students must raise their CGPA to at least 2.0 (3.0 or higher for graduate-level students) and raise their pace of completion to a minimum of 67% by the end of the probation period and meet the academic recovery plan. This probationary period will not interrupt the student’s enrollment or the receipt of any financial aid. The student remains eligible for financial aid for one payment period. If a student meets the minimum standards at the evaluation point at the end of the probation period, the student will be notified and removed from financial aid/academic probation. If the student has not successfully satisfied the requirements by the next evaluation point, the student will be terminated and his or her participation in the financial aid programs discontinued. The student will be notified in writing by the Director of Education.

A student on warning who does not meet the terms of his/her academic recovery plan by the stated time frame will be ineligible for financial aid. A student who has successfully appealed and is placed on probation who does not meet the terms of his/her academic recovery plan by the end of the stated timeframe will be ineligible for financial aid.

Financial Aid and Academic Reinstatement
A student who is academically dismissed and not reinstated will automatically be ineligible for future financial aid until such time that he/she is reinstated to the college by successfully appealing SAP ineligibility. A student that has been reinstated and placed on Financial Aid and Academic probation must achieve the minimum cumulative grade point average (2.0 or 3.0 for Graduate-level students) and successfully completing 67% of attempted hours to keep pace with program completion or complete the terms of an academic recovery plan.

Extended Enrollment
A student not making satisfactory progress may file an appeal to be placed in extended enrollment status. A student placed in extended enrollment status is not eligible for financial aid. All credits attempted while in the extended enrollment status count toward the 150 percent of the normal program length. Grades earned during the extended enrollment status may replace failing grades. A student with an approved appeal who exceeds one and one-half times the standard time frame of their program of study as a regular student or in an extended enrollment status may receive the original credential for which he or she enrolled.

Concurrent/Dual Enrollment
Brookline College does not allow concurrent or dual enrollment.

Resolution of Student Concerns
A grievance is a claim by a student that there has been a violation, a misinterpretation or an inequitable application of an existing policy, rule or regulation of the College. An appeal and/or a formal grievance are two ways that students can request a formal change to an official decision of the Institution. Whenever possible the submission of an appeal or grievance will be dealt with confidentially. In addition, 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. Appeal and/or grievance proceedings will be treated in accord with the College’s FERPA policy which can be found on page 19 of this catalog.

The steps involved with resolving a student concern are: An informal appeal, a formal appeal, and formal grievance. It is a requirement of the College that a student exhaust the appeal process in its entirety prior to submitting a grievance in order to allow for an appropriate resolution to be reached. Further, if an appeal or grievance is not submitted within ten (10) business days the initial decision of the school will stand.

Appeal Process for All Students
Step 1: Informal Appeal
The Informal Appeal process allows students to identify a concern and have it addressed expeditiously without the need for the issue to go to the Appeal Committee.

1. Students will meet with the instructor, if appropriate
2. If there is no resolution, the student may file an Informal Appeal
3. For an Informal Appeal, the student must complete and submit a student issues/concern form
4. The student will meet with the Director of Education, Dean of Nursing or other designee to discuss the Informal Appeal
5. If there is still no resolution, the student may file a Formal Appeal

**Step 2: Formal Appeal Procedure**

The Appeals Committee acts upon requests for exceptions to existing academic policies and requirements. The committee works to find equitable and reasonable solutions supported by evidence.

1. For a Formal Appeal, the student must complete and submit an appeal form
2. The Appeals Committee, composed of faculty and Director of Education, Dean or another designee, will convene to review the student’s appeal
3. The Committee will evaluate the appeal based on the following
   a. The Committee will review the appeal and supportive documentation
   b. Review student academic performance
   c. Evaluate the impact of significant non-academic issues
   d. Interview the student, if she/he desires to present her/his case to the committee
   e. Review documentation provided by the student
4. If the student feels that due process was not followed by the Appeals Committee, she/he may request a review by following the formal grievance procedure

**Step 3: Formal Grievance Procedure**

Students may wish to formally file a complaint with the College. In instances where all other attempts at resolution have failed, a student’s concerns can be resolved through the use of the Grievance Procedure:

1. Within five (5) business days of the alleged action(s), the student must present in writing, all facts of the grievance as below:

   **E-mail address:** Professioalethics@brooklinecollege.edu
   **Mailing address:** Brookline College
   Attn: Professional Ethics Department
   1140 S Priest Dr
   Tempe, AZ 85281

2. A response to the grievance will be made within ten (10) business days of the receipt of the written complaint. A grievance committee, if formed, will be comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.
3. After the initial decision has been rendered, the student may request that the Chief Compliance Officer, review the process and outcomes of the grievance.
4. After a decision has been rendered by the Chief Compliance Officer, the student may request that the Chief Executive Officer review the process and outcomes of the grievance.
5. If the student continues to feel that due process has failed after exhausting the above procedures, the student may contact their local state board of education or program specific accreditor.

Students may file a complaint with the Accrediting Bureau of Health Education Schools (ABHES). ABHES is located at:

7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
Telephone 703-917-9503
Students in the Physical Therapist Assistant program at Brookline College may file a complaint with the Commission on Accreditation in Physical Therapy Education (CAPTE).

1111 North Fairfax Street
Alexandria, Virginia 22314
Telephone: 703-706-3245
Email: accreditation@apta.org
Website: http://www.capteonline.org

AZ SARA- Council for State Authorization Reciprocity Agreement

Complaint Procedures:
Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the AZ SARA Council. For additional information on the complaint process, please visit the AZ SARA Complaint page at:
http://azsara.arizona.edu/complaint-process

If a student complaint cannot be resolved after exhausting the Institution’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The State Board address is:

1740 W Adams, 3rd floor
Phoenix, AZ 85007
Phone: 602-542-5709
Website: www.azppse.gov

After completing the entire grievance process within Brookline College of Nursing, Arizona Nursing students may file a complaint with the Arizona Board of Nursing. Their address is:

1740 W Adams, Suite 2000
Phoenix, AZ 85007
Phone: 602-771-7800
Website: https://www.azbn.gov/

After completing the entire grievance process within Brookline College of Nursing, New Mexico Nursing students may file a complaint with the New Mexico Board of Nursing. Their address is:

6301 Indian School Rd NE Suite 710
Albuquerque, New Mexico 87110
Phone: 505.841.8340
Website: https://nmbon.sks.com/discipline-and-complaints.aspx

New Mexico Higher Education Department, Private Postsecondary Schools Division

Complaint to the department. A student or other party not satisfied with an institution’s resolution of a complaint may submit a complaint to the [New Mexico Higher Education] department in writing on a form provided by the department. A student must file a complaint with the department within three (3) years of his/her last date of enrollment.

2044 Galisteo St, Suite 4
Santa Fe, NM 87505-2100
Phone: 505-476-8442 or 505-476-8416
Website: http://www.hed.state.nm.us/institutions/complaints.aspx
Student Code of Conduct

As a student, you are an active and vital part of the Brookline College educational community; a community dedicated to protecting the freedom of individuals to inquire, study, evaluate, question and gain new levels of knowledge and understanding. As with other communities, Brookline College has put specific policies and expectations in place that define acceptable behavior necessary to both protect individual freedoms and ensure responsible citizenship. As a member of the Brookline College community, it is your responsibility to understand and adhere to the codes and policies that govern acceptable student behavior.

Students who engage in unacceptable conduct are subject to various sanctions up to and including dismissal from school and/or prosecution. Unacceptable conduct includes, but is not limited to:

1. Dishonesty including knowingly furnishing false information to the institution, forgery, alteration or use of institutional documents or identification with intent to defraud.
2. Disruption or obstruction of classes, administration, public meetings and programs, or other school activities.
3. Harassment, verbal abuse and/or actual or threatened physical injury to any person (including self) on Brookline College premises, or at activities sponsored or supervised by the college; including the online classroom.
4. Failure to comply with the directions of college officials acting in the performance of their duties.
5. Theft of or damage to the property of a Brookline College employee or student.
6. Any graffiti or other misuse, vandalism, malicious or unwarranted damage, defacing, disfiguring or unauthorized use of property belonging to Brookline College including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library material, computers, walls, floors, doors and/or ceilings.
7. Violation of the campus premises in a way that affects the college community’s pursuit of its educational objectives. This includes, but is not limited to, use of alcoholic beverages and/or controlled or dangerous substances on school premises, and possession of weapons on school premises.
8. Any unprofessional conduct or behavior that would not be considered generally acceptable by an employer of one of their employees, or behavior that is deemed to otherwise be disruptive on school property or at any school sponsored event (e.g., externship/practicum, clinical, field trip).
9. Failure of a required drug screen or health screen.
10. Use of social media to harass, bully, demean or otherwise oppress Brookline College, college employees or other students.

Disciplinary Action

A student may be withdrawn from school or placed on a disciplinary probation period through administrative action for the following:

1. Excessive absences.
2. Conduct detrimental to the faculty, staff, or other members of the student body’s class.
3. Actions that bring discredit upon Brookline College.
4. Drug or alcohol abuse.
5. Harassment of faculty, staff, students, visitors, and/or vendors.
6. Unsatisfactory academic progress.
8. Failure to pass a retake course or module.

Dress Code

Non-Allied Health Dress Code

Brookline College students need to begin building a wardrobe for the working environment. Students enrolled are required to dress appropriately according to the requirements of the workplace for which they are being trained. Attire not appropriate in a standard business environment should be considered unacceptable on campus. The following is considered inappropriate and unacceptable attire: tank tops, short shorts, and miniskirts, halter tops, midriff tops, t-
shirts, visual display of undergarments, caps (except as required by a student’s religious belief), and clothing, piercings and body art that may be offensive, etc. Each program of study may have additional specific requirements published in separate in course syllabi or in program handbooks. A neat and clean appearance for all scheduled courses, externships/clinical and field trips must be maintained including positive personal hygiene.

**Allied Health Dress Code**

As tomorrow’s professionals, it is important for students to dress in a way that shows respect for themselves, other students and patients. In order to achieve this goal, Brookline College has established minimal guidelines regarding the dress code for Allied Health Students. The Program Directors/Instructors will discuss additional requirements the first week of class, if applicable.

1. All Allied Health students will be issued 2 sets of scrubs and an ID badge. Students must wear scrubs and ID badge while on campus and at the externship site.

2. Shoes must be clean, cover the toes and made from material that will protect the student from injury, such as a dropped needle or blood spill. Leather is the best choice. Clogs are permitted as long as they do not have holes in them.

3. Head wear is not permitted: NO caps, rags, hats or other head covering items are permitted unless religiously dictated.

4. Jackets, sweaters, hoodies or the like are permitted but must not have any offensive language, images or inappropriate graphics. Scrub Tops must be worn underneath in case student will need to remove the jacket, sweater, hoodie or the like.

5. Scrub pants are not to be worn in an inappropriate manner. Pants are not permitted to be worn so that undergarments are intentionally displayed.

6. Visual facial piercings of any kind, including the tongue are not permitted in the classroom or at the externship site. Gauges are also unacceptable. Clear facial piercings may be worn but are discouraged.

7. Jewelry should be minimal. One ring per hand is acceptable. Necklaces should be short and not dangling. No free hanging bracelets. No Hoop earrings that are bigger than a nickel or long, dangling earrings are not allowed. Minimal jewelry promotes a professional image and addresses safety and cleanliness concerns.

8. Nails should be clean, trimmed, and of customary length and style. Sport length is preferred.

9. Hair should be of usual color and style, which means no extreme colors or styles. The school reserves the right to decide if color or style is extreme or not. A pony tail barrette or other hair device should be worn if hair is long enough to impede clinical practice.

10. Students should cover or take other appropriate steps to keep tattoos out of sight.

11. Use of perfume, body lotions and/or cologne is not permitted at school or at the externship site. Some students and faculty, much like many patients, are extra sensitive to these scents and can cause respiratory distress and migraines.

*Note: Externship sites have the right to define dress code for students on externship. Many sites do not take students who have piercings or tattoos, therefore, students will not be considered for these sites. Piercings and tattoos may decrease the availability for sites and location of sites.*

Students that do not adhere to the dress code will receive a warning on the first offense. The second offense, the student will be asked to leave the classroom and will be marked absent for the remainder of the day/evening. The student may return to class once she/he has adequately adhered to the dress code policy.
Rules Governing Classrooms/Labs

Children are not to accompany students to classrooms or labs. In addition, children may not be left unattended on the campus or the campus grounds, if you have issues with childcare needs that may disrupt your ability to attend class please notify your instructor, so we can help on finding a solution. When students are in class or in a lab setting, cellular telephones, pagers, beepers, video recorders, cameras, or electronic entertainment devices may not be used without the expressed consent of the instructor. These devices must be turned off or put on silent or vibration mode, as applicable. Text messaging is not permitted in class or in a lab setting without the expressed consent of the instructor. When students are in a lab setting, no food or drinks are allowed. Food and drinks are never allowed in a “patient contact” or computer lab area. Food and drinks in a didactic class setting is allowed as long as it is not an offensive odor to the rest of the class. Items should be limited to small items, such as a sandwich or other quick items that can be consumed without disturbing the learning environment. Drinks must have a lid that is secure and prevents spills. Potlucks can only occur in a didactic classroom.

Academic Freedom

Brookline College, as an institution of higher learning, upholds a policy of academic freedom. Instructors are free to explore whatever research topics are of interest to them, including controversial and unpopular ideas, as directed by their scholarship, research, and objectivity, without regard to the opinions of the staff, administrators, institutional benefactors, community leaders, politicians, or churchmen. The academic leadership at Brookline College likewise asserts the view that academic freedom fosters creativity and excitement in the learning process, attracting excellent faculty who ardently want to teach, and serious students who want to learn. The academic leadership at Brookline College reserves the right to set minimum standards for curricular content, the use of learning outcomes measurements, and course work performance requirements.
Many students need assistance in covering the cost of their education. Brookline College has a full-time, trained financial aid staff that is available to help students with matters dealing with financial aid. It is the responsibility of the financial aid office to assist those who qualify in obtaining Federal Financial Assistance.

Financial Aid Administrators are available to assist you at each of our campus locations from 8 a.m. until 6 p.m. You can also request assistance by sending an email to financialaid@brooklinecollege.edu and we will respond promptly. The Campus Director or anyone in the Financial Aid Office are also available to assist prospective or enrolled students in the retrieval of any institutional information. You can also request such information from the Chief Compliance Officer by emailing professionalethics@brooklinecollege.edu.

**Financial Aid Programs**

Brookline College participates in the Federal Financial Aid (Title IV) program, many of which are based on financial need. The Federal Financial Aid (Title IV) program includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), the Federal Work Study (FWS), and the Direct Loan Program. The Direct Loan Program includes Federal Subsidized, Unsubsidized, and Federal Parent Loan for Undergraduate Students (PLUS) loans.

Brookline College’s definition of an academic year is at least 24 semester credits and at least 30 weeks of instruction.

**Eligibility**

Students accepted for admission may apply for financial assistance. To be eligible for Financial Aid, a student must meet the following requirements:

1. Be a U.S. citizen or an eligible non-citizen.
2. Have a valid Social Security Number.
3. Have registered with Selective Service if a male over the age of 18.
4. Have financial need (except for some loan programs).
5. Not be in default or owe an overpayment or have borrowed in excess of the annual or aggregate loan limits for the Title IV financial aid programs.
7. Have a high school diploma, evidence of a home-schooling program, a GED.

**Application Procedures**

Students may schedule an appointment to meet with a Financial Aid Administrator. During the financial aid appointment, appropriate documents such as the Free Application for Student Aid are completed to determine eligibility. Eligibility is determined based upon results of the Institutional Student Information Record (ISIR) and the information on the student budget worksheet which is used to determine the student’s total cost of attendance. Once eligibility has been determined students will receive an Estimated Award Letter and at this time will be given the opportunity to either accept or decline the award letter. It is the responsibility of the student to keep Brookline College informed of any name, or address, or other changes that may affect their financial aid. Title IV Federal Financial Aid Funds can only be used for educational purposes.

**Note:** Financial aid awards are subject to change due to verification, or changes in student financial, and/or enrollment status.

**Verification**

A student may be selected for verification by either the Department of Education or Brookline College. The verification process compares information from your Student Aid Report (SAR) with financial information and other application documents submitted by you or your family (student and spouse or dependent student and parent). If there are differences between the information on your SAR and your supporting documents, you or Brookline College may need to make corrections electronically or by using your Student Aid Report (SAR) before Brookline College can process your request for federal student aid. The College will notify the student in writing or via e-mail, of what documentation is required to complete Verification. Verification must be completed within 14 days of the initial request. Failure to complete verification within this time frame may result in funding delays or loss of eligibility. Students who have a
change in their financial aid due to completing verification or whose verification could not be processed will be notified by the Financial Aid Office in writing. Students whose verification is completed will have their financial aid processed.

**Disbursement**

Financial Aid funds are disbursed at the beginning of each semester in the student’s academic year. Funds are disbursed directly to the student account in order to cover any charges accrued for the applicable semester.

**Credit Balances**

It is the policy of Brookline College to resolve all eligible student account credit balances as quickly as possible while following all applicable regulations. A credit balance is created when available funding exceeds the tuition and fee charges associated with the applicable term. Student credit balances are reviewed and disbursed on a weekly basis. All requested credit balances are resolved within 14 days of the request and no credit balance is maintained beyond the applicable loan period.

**Dependency Override**

In accordance with Federal guidelines, it is sometimes appropriate for a student to request a dependency override because of mitigating circumstances regarding their dependency situation. These situations will be reviewed on a case by case basis by a financial aid administrator following federal guidelines set forth regarding dependency overrides. Additional documentation may be requested in order to facilitate this request.

**Professional Judgement**

When a student’s situation is not entirely reflected on their Student Aid Report it is sometimes appropriate for a student to request a professional judgement because of mitigating circumstances regarding their situation. These situations will be reviewed on a case by case basis by a financial aid administrator following federal guidelines set forth regarding professional judgements. Additional documentation may be requested in order to facilitate this request.

**Types of Student Aid**

The following student assistance programs are available to those who qualify:

**Federal Pell Grants**

A Federal Pell Grant, unlike a loan, usually does not have to be repaid as long as the student remains in school for their estimated enrollment status and continues to make satisfactory progress. Pell Grants are awarded to eligible undergraduate students with an established need who have not earned a bachelor’s or professional degree. The maximum Federal Pell Grant for 2016–17 (July 1, 2016, through June 30, 2017) is $5,815. The amount an individual student may receive depends on a number of factors including Estimated Family Contribution and the percentage of lifetime Pell eligibility that a person has left.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

Available on a limited basis, FSEOG is awarded to students with an exceptional financial need and 0 EFC. Award amounts are determined not to exceed the program maximum. The awards are as follows:

- Nursing: $500
- Diploma: $200
- Degree: $100

These awards are disbursed equally in 2 per payments per award year. Eligible students will be selected for the award based on fund availability.

**Federal Work Study (FWS)**

The FWS program provides jobs for undergraduate students with a financial need, allowing them to earn money to help pay educational expenses. Eligibility for the Federal Work Study Program is based on remaining financial need. Some FWS students will be allowed to participate in community service and in the America Reads program. To apply for the Federal Work Study Program, you can see a campus based Financial Aid Administrator or email financialaid@brooklinecollege.edu.

**Subsidized Stafford Loan**

A student may borrow money for educational expenses from the Federal Government with the Direct Loan Program. Subsidized loans are awarded on the basis of financial need. The interest is paid by the Federal Government until
repayment begins and during approved deferment periods. Repayment of principal plus interest begins six months after graduation or withdrawal from school, or dropping below half-time status, whichever comes first. Funds are transmitted electronically and credited to the student’s tuition account. All loans borrowed through Brookline College will be submitted to NSLDS and accessible by authorized agencies, lenders and institutions.

**Unsubsidized Stafford Loan**
Federal Direct Unsubsidized Stafford Loans are available to all qualified undergraduate students as a supplement to the Subsidized Stafford Student Loan programs. Repayment of principal plus interest begins six months after graduation or withdrawal from school, or dropping below half-time status, whichever comes first. Funds are transmitted electronically and credited to the student’s tuition account. All loans borrowed through Brookline College will be submitted to NSLDS and accessible by authorized agencies, lenders and institutions.

**Federal Parent Loan for Undergraduate Students (PLUS)**
Federal PLUS Loans are available to qualified parents with good credit histories of dependent students to help pay for their children’s education. PLUS Loans can be obtained through the Direct Loan Program. Borrowers must begin repayment of the principal and interest 60 days after the loan is fully disbursed. All loans borrowed through Brookline College will be submitted to NSLDS and accessible by authorized agencies, lenders and institutions.

**Private Lenders**
For those students who demonstrate additional financial needs private educational loans are available to those who qualify. These programs require students to complete a separate loan application. Approval and/or interest rate are dependent upon an applicant’s and/or co-applicant’s credit worthiness. For further details on the private loan program including interest rates, students should see the Campus Financial Aid Office or contact the lender directly.

**Brookline College Installment Loans**
Institutional Financing is available through Brookline College. Students may be able to make payments towards their tuition costs on an institutional financing plan with Brookline College. Interest will accrue on the total principal balance at a rate of 0.00% while enrolled in school and increasing to 8.0% 30 days after separation from school. Loans made through Brookline College may be subject to sale and/or servicing by a third party.

**State Aid Programs**
Types of State Aid programs vary and are contingent on available funding. Please see your Financial Aid Administrator at your respective campus for further details.

**Institutional Matching Grant**
Brookline College participates with various federal, state, local and non-profit agencies as well as private industry to offer assistance to those students approved for funding through a variety of external sources. For those students accepted for sponsorship by certain agency programs, Brookline College makes available an institutional matching grant. Institutional matching grants are available to those students who meet Brookline College’s admissions and academic requirements and who are sponsored by governmental and non-profit organizations dedicated to the promotion of education and training. Students receiving institutional matching grants will be notified of the award prior to the start of classes. The institutional matching grant is paid to a student’s account each payment period. The grant is applied to a student’s account at the time tuition is billed. If a student does not complete a period of enrollment for which the grant was awarded, the College will prorate the amount of the institutional match based on the institution’s refund policy. If a student is receiving assistance from an agency for only a portion of the program, the institutional matching grant will be awarded commensurate with the portion of the program the student is receiving assistance for. The assistance offered may vary by the agency requirements. Grant amounts may vary among the Brookline College campus locations, depending on outside agency sponsorship and the availability of agency budgeted funds. Information regarding available funding should be obtained directly from the agency from which you are seeking assistance or the Financial Aid Office at the Brookline College campus.

**Department of Veterans Affairs (VA) Education Benefits**
Brookline College is approved for Department of Veterans Affairs (VA) education benefits. Please see your Financial Aid Administrator as eligibility varies by campus and program.
This institution will inquire about each veteran’s previous education and training, and request transcripts from all prior institution’s, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate.

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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 – Business
- Associate of Science - Criminal Justice
- Associate of Science - Medical Laboratory Technician
- Associate of Science - Paralegal Studies
- Associate of Science - Physical Therapist Assistant
- Diploma – Dental Assistant
- Diploma – Medical Assistant
- Diploma – Medical Insurance Billing & Coding
- Diploma – Patient Care Technician
- Diploma – Pharmacy Technician
- Diploma - Phlebotomy Technician
- Diploma – Surgical Technician
- Diploma – Sterile Processing
- Certificate – Nursing Assistant

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

This list includes residential and online programs.

Scholarships

Scholarships may be available to qualified students throughout the year from outside organizations. It is the responsibility of the student to seek and complete any required information for obtaining a scholarship. The Financial Aid Office at your campus will assist students in gathering required information or completing forms necessary to submit an application. It is also the student’s responsibility to notify the financial aid office if a scholarship is awarded. See your Financial Aid Administrator for more details.
William D. Ford Federal Direct Loan Program Direct Subsidized Loan and Direct Unsubsidized Loan Borrower’s Rights and Responsibilities Statement

Important Notice: This Borrower’s Rights and Responsibilities Statement provides additional information about the terms and conditions of the loans you receive under the accompanying Master Promissory Note (MPN) for Federal Direct Stafford/Ford Loans (Direct Subsidized Loans) and Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans). Please keep this Borrower’s Rights and Responsibilities Statement for your records. You may request another copy of this Borrower’s Rights and Responsibilities Statement at any time by contacting the Direct Loan Servicing Center.

Throughout this Borrower’s Rights and Responsibilities Statement, the words “we,” “us,” and “our” refer to the U.S. Department of Education. The word “loan” refers to one or more loans made under the accompanying MPN.

1. The William D. Ford Federal Direct Loan Program. The William D. Ford Federal Direct Loan (Direct Loan) Program includes the following types of loans, known collectively as "Direct Loans":

- Federal Direct Stafford/Ford Loans (Direct Subsidized Loans)
- Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans)
- Federal Direct PLUS Loans (Direct PLUS Loans)
- Federal Direct Consolidation Loans (Direct Consolidation Loans)

The Direct Loan Program is authorized by Title IV, Part D, of the Higher Education Act of 1965, as amended. You must complete a Free Application for Federal Student Aid (FAFSA) before you receive a Direct Subsidized Loan or Direct Unsubsidized Loan.

Direct Loans are made by the U.S. Department of Education. Our Direct Loan Servicing Center services, answers questions about, and processes payments on Direct Loans. We will provide you with the address and telephone number of the Direct Loan Servicing Center after the school notifies us that the first disbursement of your loan has been made.

2. Laws that apply to this MPN. The terms and conditions of loans made under this MPN are determined by the Higher Education Act of 1965, as amended (20 U.S.C. 1070 et seq.) and other applicable federal laws and regulations. These laws and regulations are referred to as “the Act” throughout this Borrower’s Rights and Responsibilities Statement. State law, unless it is preempted by federal law, may provide you with certain rights, remedies, and defenses in addition to those stated in the MPN and this Borrower’s Rights and Responsibilities Statement.

NOTE: Any change to the Act applies to loans in accordance with the effective date of the change.

3. Direct Subsidized Loans and Direct Unsubsidized Loans. Direct Subsidized Loans and Direct Unsubsidized Loans are made to students to help pay for the cost of education beyond high school. To receive a Direct Subsidized Loan, you must have financial need. We do not charge interest on Direct Subsidized Loans while you are in school and during certain other periods. Direct Unsubsidized Loans are not based on financial need. We charge interest on Direct Unsubsidized Loans during all periods. For more information on interest charges, see item #9 of this Borrower’s Rights and Responsibilities Statement (“Payment of interest”).

4. About the MPN. You may receive more than one loan under this MPN over a period of up to 10 years to pay for your educational costs, as long as the school you are attending is authorized to use the multi-year feature of the MPN and chooses to do so.

If your school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under this MPN, you must sign a new MPN for each loan that you receive. If you do not want to receive more than one loan under this MPN, you must notify your school or the Direct Loan Servicing Center in writing.
5. **Use of your loan money.** You may use the loan money you receive only to pay for your authorized educational expenses for attendance at the school that determined you were eligible to receive the loan. Authorized expenses include the following:

- Tuition
- Room
- Board
- Institutional fees
- Books
- Supplies
- Equipment
- Dependent child care expenses
- Transportation
- Commuting expenses
- Rental or purchase of a personal computer
- Loan fees
- Other documented, authorized costs

6. **Information you must report to us after you receive your loan.** You must notify the Direct Loan Servicing Center and/or the financial aid office at your school about certain changes. Until you graduate or otherwise leave school, you must notify your school’s financial aid office if you:

- Change your address or telephone number;
- Change your name (for example, maiden name to married name);
- Do not enroll at least half-time for the loan period certified by the school
- Do not enroll at the school that determined you were eligible to receive the loan;
- Stop attending school or drop below half-time enrollment;
- Transfer from one school to another school; or
- Graduate.

You must also notify the Direct Loan Servicing Center if any of the above events occur at any time after you receive your loan. In addition, you must notify the Direct Loan Servicing Center if you:

- Change your employer, or your employer’s address or telephone number changes; or
- Have any other change in status that would affect your loan (for example, if you received a deferment while you were unemployed, but you have found a job and therefore no longer meet the eligibility requirements for the deferment).

7. **Amount you may borrow.** The charts that follow show the maximum amounts of Direct Subsidized Loans and Direct Unsubsidized Loans that you may borrow for a single academic year (annual loan limits), and the maximum amounts that you may borrow in total for undergraduate and graduate study (aggregate loan limits). The annual and aggregate loan limits for independent undergraduates also apply to dependent undergraduates whose parents are unable to borrow under the PLUS program. If you are enrolled in certain health professions programs, you may qualify for higher annual and aggregate limits on Direct Unsubsidized Loans.

The actual loan amount you receive will be determined by your school, based on your academic level, dependency status, and other factors such as:

- The length of the program or the remaining portion of the program in which you are enrolled, if it is less than a full academic year;
- Your cost of attendance;
- Your Expected Family Contribution;
- Other financial aid you receive; and
- Your remaining eligibility under the annual or aggregate loan limits.
The actual amount you receive for an academic year may be less than the maximum annual amounts shown in the charts.

If you are an undergraduate student, your school must determine your eligibility for a Federal Pell Grant before you may receive a Direct Subsidized Loan or Direct Unsubsidized Loan. Your school is also required to determine your eligibility for a Direct Subsidized Loan before determining your eligibility for a Direct Unsubsidized Loan.

If you have received student loans from another federal student loan program, you are responsible for informing your school and your lender of your other student loans. In some cases, you may not be eligible for loans for which you have applied.
### Annual Loan Limits for Direct Subsidized Loans and Direct Unsubsidized Loans:

<table>
<thead>
<tr>
<th>Dependent Undergraduate Students (except students whose parents cannot borrow PLUS loans)</th>
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<tbody>
<tr>
<td>First Year Total</td>
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<tr>
<td>(maximum $3,500 subsidized)</td>
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<tr>
<td>Second Year Total</td>
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<tr>
<td>(maximum $4,500 subsidized)</td>
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<tr>
<td>Third Year and Beyond (each year)</td>
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<td>(maximum $5,500 subsidized)</td>
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<thead>
<tr>
<th>Graduate and Professional Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount (each year)</td>
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<tr>
<td>(maximum $8,500 subsidized)</td>
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</tbody>
</table>

### Annual Loan Limits for Direct Subsidized and Direct Unsubsidized Loans:

<table>
<thead>
<tr>
<th>Dependent Undergraduate Students (except students whose parents cannot borrow PLUS loans)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Cumulative</td>
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<tr>
<td>(maximum $23,000 subsidized)</td>
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</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Cumulative</td>
</tr>
<tr>
<td>(maximum $65,500 subsidized; includes Stafford Loans received for undergraduate study)</td>
</tr>
</tbody>
</table>
8. **Interest rate.** The interest rate on Direct Subsidized Loans and Direct Unsubsidized Loans is a fixed rate. Different fixed interest rates may apply to separate loans made under this MPN depending on whether the loan is subsidized or unsubsidized, when the loan is first disbursed, and whether you are a graduate or undergraduate student. You will be notified of the actual interest rate for each loan you receive in a disclosure statement that we send to you.

9. **Payment of interest.** We do not charge interest on a Direct Subsidized Loan while you are enrolled in school at least half time, during your grace period, during deferment periods, and during certain periods of repayment under the Income-Based Repayment Plan. We charge interest on a Direct Subsidized Loan during all other periods (starting on the day after your grace period ends), including forbearance periods.

We charge interest on a Direct Unsubsidized Loan during all periods (starting on the day your loan is paid out). This includes periods while you are enrolled in school at least half time, during your grace period, and during deferment and forbearance periods. Therefore, you will pay more interest on a Direct Unsubsidized Loan than on a Direct Subsidized Loan.

If you do not pay the interest as it is charged on either type of loan, we will add it to the unpaid principal amount of your loan. This is called “capitalization.” Capitalization increases the unpaid principal balance of your loan, and we will then charge interest on the increased principal amount.

The chart below shows the difference in the total amount you would repay on a $15,000 Direct Unsubsidized Loan if you pay the interest as it is charged during a 12-month deferment or forbearance period, compared to the amount you would repay if you do not pay the interest and it is capitalized.

<table>
<thead>
<tr>
<th>Loan Amount</th>
<th>If you pay the interest as it is charged…</th>
<th>If you do not pay the interest and it is capitalized…</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15,000</td>
<td>$15,000</td>
<td>$16,020</td>
</tr>
<tr>
<td>Interest for 12 months (at an interest rate of 6.8%)</td>
<td>$1,020</td>
<td>$1,020 (unpaid and capitalized)</td>
</tr>
<tr>
<td>Principal to be Repaid</td>
<td>$15,000</td>
<td>$16,020</td>
</tr>
<tr>
<td>Monthly Payment (Standard Repayment Plan)</td>
<td>$173</td>
<td>$184</td>
</tr>
<tr>
<td>Number of Payments</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Total Amount Repaid</td>
<td>$21,734</td>
<td>$22,123</td>
</tr>
</tbody>
</table>

In this example, you would pay $11 less per month and $389 less altogether if you pay the interest as it is charged during a 12-month deferment or forbearance period.

You may be able to claim a federal income tax deduction for interest payments you make on Direct Loans. For further information, refer to IRS Publication 970, which is available at [http://www.irs.ustreas.gov](http://www.irs.ustreas.gov).

10. **Loan fee.** We charge a loan fee of up to 4 percent of the principal amount of each loan you receive. This fee will be subtracted proportionally from each disbursement of your loan. The loan fee will be shown on a disclosure statement that we send to you.

11. **Repayment incentive programs.** A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep
the reduced interest rate. The two repayment incentive programs described below may be available to you. The Direct Loan Servicing Center can provide you with more information on other repayment incentive programs that may be available.

(1) Interest Rate Reduction for Electronic Debit Account Repayment

Under the Electronic Debit Account (EDA) repayment option, your bank automatically deducts your monthly loan payment from your checking or savings account and sends it to us. EDA helps to ensure that your payments are made on time. In addition, you receive a 0.25 percent interest rate reduction while you repay under the EDA option. We will include information about the EDA option in your first bill. You can also get the information on the Direct Loan Servicing Center’s web site, or by calling the Direct Loan Servicing Center. The Direct Loan Servicing Center’s web site address and toll-free telephone number are provided on all correspondence that the Direct Loan Servicing Center sends you.

(2) Up-Front Interest Rebate

You may receive an up-front interest rebate on your loan. The rebate is equal to a percentage of the loan amount that you borrow. This is the same amount that would result if the interest rate on your loan were lowered by a specific percentage, but you receive the rebate up front. The correspondence that you receive about your loan will tell you if you received an up-front interest rebate.

To keep an up-front interest rebate that you receive on your loan, you must make all of your first 12 required monthly payments on time when your loan enters repayment. "On time" means that we must receive each payment no later than 6 days after the due date.

You will lose the rebate if you do not make all of your first 12 required monthly payments on time. If you lose the rebate, we will add the rebate amount back to the principal balance on your loan account. This will increase the amount that you must repay.

12. Disbursement (how your loan money will be paid out). Generally, your school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If your school does not use academic terms, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which you are receiving the loan, and one at the midpoint of that period of study.

In most cases, if the Direct Subsidized Loan or Direct Unsubsidized Loan that you are receiving is your first student loan under either the Direct Loan Program or the Federal Family Education Loan (FFEL) Program, you must complete entrance counseling before your school can make the first disbursement of your loan.

Your school may disburse your loan money by crediting it to your account at the school or may give some or all of it to you directly by check or other means. The Direct Loan Servicing Center will notify you in writing each time your school disburses part of your loan money.

If your school credits your loan money to your account and the amount credited is more than the amount of your tuition and fees, room and board, and other authorized charges, the excess amount is called a credit balance. Unless you authorize your school to hold the credit balance for you, your school must pay you the credit balance within the following timeframes:

• If the credit balance occurs after the first day of class of a payment period (your school can tell you this date), your school must pay you the credit balance no later than 14 days after the date the balance occurs.

• If the credit balance occurs on or before the first day of class of a payment period, your school must pay you the credit balance no later than 14 days after the first day of class of the payment period.

13. Canceling your loan. Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying your school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

• If your school obtains your written confirmation of the types and amounts of Title IV loans that you want to receive for an award year before crediting loan money to your account at the school, you may tell the school that you want to cancel all or part of that loan within 14 days after the date the school notifies you of your right to cancel all or part of the loan, or by the first day of your school’s payment period, whichever is later (your school can tell you the first day of the payment period). If the school does not obtain your written confirmation of the types and amounts of loans you want to receive before crediting the loan money to your
account, you may cancel all or part of that loan by informing the school within 30 days of the date the school notifies you of your right to cancel all or part of the loan. In either case, your school will return the cancelled loan amount to us. You do not have to pay interest or the loan fee on the part of your loan that you tell your school to cancel within these timeframes. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you tell your school to cancel. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled.

If you ask your school to cancel all or part of your loan outside the timeframes described above, your school may process your cancellation request, but it is not required to do so.

- Within 120 days of the date your school disbursed your loan money (by crediting the loan money to your account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact the Direct Loan Servicing Center for guidance on how and where to return your loan money. You do not have to pay interest or the loan fee on the part of your loan that you return within 120 days of the date that part of your loan is disbursed. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you return. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that you return.

14. Grace period. You will receive a six-month grace period on repayment of each Direct Subsidized Loan and Direct Unsubsidized Loan that you receive. Your six-month grace period begins the day after you stop attending school or drop below half-time enrollment. You do not have to begin making payments on your loan until after your grace period ends.

If you are called or ordered to active duty for more than 30 days from a reserve component of the U.S. Armed Forces, the period of your active duty service and the time necessary for you to re-enroll in school after your active duty ends are not counted as part of your grace period. However, the total period that is excluded from your grace period may not exceed three years. If the call or order to active duty occurs while you are in school and requires you to drop below half-time enrollment, the start of your excluded period. If the call or order to active duty occurs during your grace period, you will receive a full six-month grace period at the end of the excluded period.

15. Repaying your loan. The repayment period for each Direct Subsidized Loan and Direct Unsubsidized Loan that you receive begins on the day after your grace period ends. The Direct Loan Servicing Center will notify you of the date your first payment is due.

You must make payments on your loan even if you do not receive a bill or repayment notice. Billing information is sent to you as a convenience, and you are obligated to make payments even if you do not receive a notice or bill. You may choose one of the following repayment plans to repay your loan:

- **Standard Repayment Plan** – Under this plan, you will make fixed monthly payments and repay your loan in full within 10 years (not including periods of deferment or forbearance) from the date the loan entered repayment. Your payments must be at least $50 a month and will be more, if necessary, to repay the loan within the required time period.

- **Graduated Repayment Plan** – Under this plan, you will usually make lower payments at first, and your payments will gradually increase over time. You will repay your loan in full within 10 years (not including periods of deferment or forbearance) from the date the loan entered repayment. No single payment will be more than three times greater than any other payment.

- **Extended Repayment Plan** – Under this plan, you will repay your loan in full over a period not to exceed 25 years (not including periods of deferment or forbearance) from the date the loan entered repayment. You may choose to make fixed monthly payments or graduated monthly payments that start out lower and gradually increase over time. If you make fixed monthly payments, your payments must be at least $50 a month and will be more, if necessary, to repay the loan within the required time period. You are eligible for this repayment plan only if (1) you have an outstanding balance on Direct Loan Program loans that exceeds $30,000, and (2) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan after October 7, 1998.

- **Income Contingent Repayment Plan** – Under this plan, your monthly payment amount will be based on your annual income (and that of your spouse if you are married), your family size, and the total amount of your Direct Loans. Until we obtain the information needed to calculate your monthly payment amount, your
payment will equal the amount of interest that has accrued on your loan unless you request a forbearance. As your income changes, your payments may change. If you do not repay your loan after 25 years under this plan, the unpaid portion will be forgiven. You may have to pay income tax on any amount forgiven.

- **Income-Based Repayment Plan (effective July 1, 2009)** – Under this plan, your required monthly payment amount will be based on your income during any period when you have a partial financial hardship. Your monthly payment amount may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If you meet certain requirements over a specified period of time, you may qualify for cancellation of any outstanding balance on your loans.

If you can show to our satisfaction that the terms and conditions of the above repayment plans are not adequate to meet your exceptional circumstances, we may provide you with an alternative repayment plan.

If you do not choose a repayment plan, we will place you on the Standard Repayment Plan.

The chart at the end of this Borrower’s Rights and Responsibilities Statement (“Repaying Your Loans”) allows you to estimate the monthly and total amounts you would repay under the Standard, Graduated, Extended, and Income Contingent repayment plans based on various initial loan amounts.

You may change repayment plans at any time after you have begun repaying your loan. There is no penalty if you make loan payments before they are due or pay more than the amount due each month.

Except as provided by the Act for payments made under the Income-Based Repayment Plan, we apply your payments and prepayments in the following order: (1) late charges and collection costs first, (2) outstanding interest second, and (3) outstanding principal last.

When you have repaid a loan in full, the Direct Loan Servicing Center will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

16. **Late charges and collection costs.** If you do not make any part of a payment within 30 days after it is due, we may require you to pay a late charge. This charge will not be more than six cents for each dollar of each late payment. If you do not make payments as scheduled, we may also require you to pay other charges and fees involved in collecting your loan.

17. **Demand for immediate repayment.** The entire unpaid amount of your loan becomes due and payable (on your MPN this is called “acceleration”) if you:
   - Receive loan money, but do not enroll at least half-time at the school that determined you were eligible to receive the loan;
   - Use your loan money to pay for anything other than expenses related to your education at the school that determined you were eligible to receive the loan;
   - Make a false statement that causes you to receive a loan that you are not eligible to receive; or
   - Default on your loan.

18. **Defaulting on your loan.** Default (failing to repay your loan) is defined in detail in the Terms and Conditions section of your MPN. If you default:
   - We will require you to immediately repay the entire unpaid amount of your loan.
   - We may sue you, take all or part of your federal and state tax refunds and other federal or state payments, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan.
   - We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees.
   - You may be denied a professional license.
   - You will lose eligibility for other federal student aid and assistance under most federal benefit programs.
   - You will lose eligibility for loan deferments.
   - We will report your default to national credit bureaus (see #19, “Credit bureau notification”).

19. **Credit bureau notification.** We will report information about your loan to one or more national credit bureaus. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments).
If you default on a loan, we will also report this to national credit bureaus. We will notify you at least 30 days in advance that we plan to report default information to a credit bureau unless you resume making payments on the loan within 30 days. You will be given a chance to ask for a review of the debt before we report it.

If a credit bureau contacts us regarding objections you have raised about the accuracy or completeness of any information we have reported, we are required to provide the credit bureau with a prompt response.

20. Deferment and forbearance (postponing payments)

If you meet certain requirements, you may receive a deferment that allows you to temporarily stop making payments on your loan. If you cannot make your scheduled loan payments, but do not qualify for a deferment, we may give you a forbearance. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments.

Deferment

You may receive a deferment while you are:

• Enrolled at least half-time at an eligible school;
• In a full-time course of study in a graduate fellowship program;
• In an approved full-time rehabilitation program for individuals with disabilities;
• Unemployed (for a maximum of three years; you must be diligently seeking, but unable to find, full-time employment); or
• Experiencing an economic hardship (including Peace Corps service), as determined under the Act (for a maximum of three years).
• Serving on active duty during a war or other military operation or national emergency or performing qualifying National Guard duty during a war or other military operation or national emergency and, if you were serving on or after October 1, 2007, for the 180-day period following the demobilization date for your qualifying service.

Effective October 1, 2007, if you are a member of the National Guard or other reserve component of the U.S. Armed forces (current or retired) and you are called or ordered to active duty while you are enrolled at an eligible school or within 6 months of having been enrolled, you are also eligible for a deferment during the 13 months following the conclusion of your active duty service, or until you return to enrolled student status, whichever is earlier.

You may be eligible to receive additional deferments if, at the time you received your first Direct Loan, you had an outstanding balance on a loan made under the Federal Family Education Loan (FFEL) Program before July 1, 1993. If you meet this requirement, you may receive a deferment while you are:

• Temporarily totally disabled, or unable to work because you are required to care for a spouse or dependent who is disabled (for a maximum of three years);
• On active duty in the U.S. Armed Forces, on active duty in the National Oceanic and Atmospheric Administration (NOAA), or serving full-time as an officer in the Commissioned Corps of the Public Health Service (for a combined maximum of three years);
• Serving in the Peace Corps (for a maximum of three years);
• A full-time paid volunteer for a tax-exempt organization or an ACTION program (for a maximum of three years);
• In a medical internship or residency
• Teaching in a designated teacher shortage area (for a maximum of three years);
• On parental leave (for a maximum of six months); or
• A working mother entering or re-entering the workforce (for a maximum of one year).

You may receive a deferment based on your enrollment in school on at least a half-time basis if (1) you submit a deferment request form to the Direct Loan Servicing Center along with documentation of your eligibility for the deferment, or (2) the Direct Loan Servicing Center receives information from the school you are attending that indicates you are enrolled at least half-time. If the Direct Loan Servicing Center processes a deferment based on information received from your school, you will be notified of the deferment and will have the option of canceling the deferment and continuing to make payments on your loan.

For all other deferments, you (or, for a deferment based on active duty military service or qualifying National Guard duty during a war or other military operation or national emergency, a representative acting on your behalf) must submit a deferment request form to the Direct Loan Servicing Center, along with documentation of your
eligibility for the deferment. In certain circumstances, you may not be required to provide documentation of your eligibility if the Direct Loan Servicing Center confirms that you have been granted the same deferment for the same period of time on a FFEL Program loan. The Direct Loan Servicing Center can provide you with a deferment request form that explains the eligibility and documentation requirements for the type of deferment you are requesting. You may also obtain deferment request forms and information on deferment eligibility requirements from the Direct Loan Servicing Center’s web site.

If you are in default on your loan, you are not eligible for a deferment.

You are not responsible for paying the interest on a Direct Subsidized Loan during a period of deferment. However, you are responsible for paying the interest on a Direct Unsubsidized Loan during a period of deferment.

**Forbearance**

We may give you a forbearance if you are temporarily unable to make your scheduled loan payments for reasons including, but not limited to, financial hardship and illness.

We will give you a forbearance if:

- You are serving in a medical or dental internship or residency program, and you meet specific requirements;
- The total amount you owe each month for all of the student loans you received under Title IV of the Act is 20 percent or more of your total monthly gross income (for a maximum of three years);
- You are serving in a national service position for which you receive a national service award under the National and Community Service Trust Act of 1993. In some cases, the interest that accrues on a qualified loan during the service period will be paid by the Corporation for National and Community Service;
- You are performing service that would qualify you for loan forgiveness under the teacher loan forgiveness program that is available to certain Direct Loan and FFEL program borrowers;
- You qualify for partial repayment of your loans under the Student Loan Repayment Program, as administered by the Department of Defense; or
- You are called to active duty in the U.S. Armed Forces.

To request a forbearance, contact the Direct Loan Servicing Center. The Direct Loan Servicing Center can provide you with a forbearance request form that explains the eligibility and documentation requirements for the type of forbearance you are requesting. You may also obtain forbearance request forms and information on forbearance eligibility requirements from the Direct Loan Servicing Center’s web site.

Under certain circumstances, we may also give you a forbearance without requiring you to submit a request or documentation. These circumstances include, but are not limited to, the following:

- Periods necessary for us to determine your eligibility for a loan discharge;
- A period of up to 60 days in order for us to collect and process documentation related to your request for a deferment, forbearance, change in repayment plan, or consolidation loan (we do not capitalize the interest that is charged during this period); or
- Periods when you are involved in a military mobilization, or a local or national emergency.

You are responsible for paying the interest on both Direct Subsidized Loans and Direct Unsubsidized Loans during a period of forbearance.

**21. Discharge (having your loan forgiven).** We will discharge (forgive) your loan if:

- You die. The Direct Loan Servicing Center must receive acceptable documentation of your death, as defined in the Act.
- Your loan is discharged in bankruptcy. However, federal student loans are not automatically discharged if you file for bankruptcy. In order to have your loan discharged in bankruptcy, you must prove to the bankruptcy court that repaying the loan would cause undue hardship.
- We determine that you are totally and permanently disabled (as defined in the Act), based on a physician’s certification, and you meet additional requirements during a 3-year conditional discharge period. During that period, your earnings from work must not exceed the poverty line amount for a family of two, and you must not receive any additional loans under the Direct Loan, FFEL, or Federal Perkins Loan programs. You may not receive a discharge due to total and permanent disability based on a condition that existed before your loan was made, unless a doctor certifies that the condition substantially deteriorated after the loan was made.
In certain cases, we may also discharge all or a portion of your loan if:

- You could not complete a program of study because the school closed;
- Your loan eligibility was falsely certified by the school;
- A loan in your name was falsely certified as a result of a crime of identity theft; or
- The school did not pay a refund of your loan money that it was required to pay under federal regulations.

We may forgive a portion of any student loans you received under the Direct Loan or FFEL program after October 1, 1998 if you teach full time for five consecutive years in certain low-income elementary and/or secondary schools and meet certain other qualifications, and if you did not owe a Direct Loan or FFEL program loan as of October 1, 1998, or as of the date you obtain a loan after October 1, 1998.

A public service loan forgiveness program is also available. Under this program, the remaining balance due on your eligible Direct Loan Program loans may be cancelled after you have made 120 payments on those loans (after October 2, 2007) under certain repayment plans while you are employed in certain public service jobs.

To request a loan discharge based on one of the conditions described above (except for discharges due to death or bankruptcy), you must complete a loan discharge application that you may obtain from the Direct Loan Servicing Center.

In some cases, you may assert, as a defense against collection of your loan, that the school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if the school’s act or omission directly relates to your loan or to the educational services that the loan was intended to pay for, and if what the school did or did not do would give rise to a legal cause of action against the school under applicable state law. If you believe that you have a defense against repayment of your loan, contact the Direct Loan Servicing Center.

We do not guarantee the quality of the academic programs provided by schools that participate in federal student financial aid programs. You must repay your loan even if you do not complete the education paid for with the loan, are unable to obtain employment in the field of study for which your school provided training, or are dissatisfied with, or do not receive, the education you paid for with the loan.

22. Loan consolidation. A Direct Consolidation Loan Program is available that allows you to consolidate (combine) one or more of your eligible federal education loans into one loan. Consolidation allows you to extend the period of time that you have to repay your loans, and to combine several loan debts into a single monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact the Direct Loan Servicing Center for more information about loan consolidation.

23. Department of Defense and other federal agency loan repayment. Under certain circumstances, military personnel may have their federal education loans repaid by the Secretary of Defense. This benefit is offered as part of a recruitment program that does not apply to individuals based on their previous military service or to those who are not eligible for enlistment in the U.S. Armed Forces. For more information, contact your local military service recruitment office.

Other agencies of the federal government may also offer student loan repayment programs as an incentive to recruit and retain employees. Contact the agency’s human resources department for more information.

24. AmeriCorps program education awards. Under the National and Community Service Act of 1990, you may receive an education award that can be used to repay a Direct Subsidized Loan or Direct Unsubsidized Loan if you successfully complete a term of service in an AmeriCorps program. For more information, contact an official of your program.
Repaying Your Loans

The estimated payments were calculated using a fixed interest rate of 6.80%.

This repayment plan is available only to borrowers who have an outstanding balance on Direct Loan Program loans that exceeds $30,000, and who had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date they obtained a Direct Loan Program loan on or after October 7, 1998.

These amounts are fixed, rounded to the nearest dollar, and calculated based on a 25-year repayment term.

This is your beginning payment, which may increase during your 10-year repayment term.

Assumes a 5% annual income growth (Census Bureau).

The estimated payments were calculated using the formula requirements in effect during 2006.

HOH is Head of Household; assumes a family size of two.

<table>
<thead>
<tr>
<th>Initial Debt When You Enter Repayment</th>
<th>Standard</th>
<th>Extended*2</th>
<th>Graduated</th>
<th>Income Contingent**</th>
<th>Income Contingent***</th>
<th>Income Contingent****</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Month</td>
<td>Total</td>
<td>Per Month</td>
<td>Total</td>
<td>Per Month</td>
<td>Total</td>
</tr>
<tr>
<td>3,500</td>
<td>50</td>
<td>4,471</td>
<td>Not Available</td>
<td>25</td>
<td>5,157</td>
<td>21</td>
</tr>
<tr>
<td>5,000</td>
<td>58</td>
<td>6,905</td>
<td>Not Available</td>
<td>40</td>
<td>7,278</td>
<td>30</td>
</tr>
<tr>
<td>5,500</td>
<td>63</td>
<td>7,595</td>
<td>Not Available</td>
<td>43</td>
<td>8,067</td>
<td>33</td>
</tr>
<tr>
<td>7,500</td>
<td>86</td>
<td>10,357</td>
<td>Not Available</td>
<td>59</td>
<td>10,919</td>
<td>45</td>
</tr>
<tr>
<td>10,500</td>
<td>121</td>
<td>14,500</td>
<td>Not Available</td>
<td>83</td>
<td>15,283</td>
<td>64</td>
</tr>
<tr>
<td>15,000</td>
<td>173</td>
<td>20,714</td>
<td>Not Available</td>
<td>119</td>
<td>21,834</td>
<td>87</td>
</tr>
<tr>
<td>18,500</td>
<td>213</td>
<td>25,543</td>
<td>Not Available</td>
<td>146</td>
<td>26,929</td>
<td>87</td>
</tr>
<tr>
<td>23,000</td>
<td>265</td>
<td>31,762</td>
<td>Not Available</td>
<td>182</td>
<td>33,479</td>
<td>87</td>
</tr>
<tr>
<td>30,000</td>
<td>345</td>
<td>41,429</td>
<td>Not Available</td>
<td>237</td>
<td>43,668</td>
<td>87</td>
</tr>
<tr>
<td>40,000</td>
<td>466</td>
<td>56,229</td>
<td>Not Available</td>
<td>316</td>
<td>58,229</td>
<td>87</td>
</tr>
<tr>
<td>46,000</td>
<td>529</td>
<td>63,524</td>
<td>319</td>
<td>59,782</td>
<td>87</td>
<td>66,084</td>
</tr>
<tr>
<td>50,000</td>
<td>575</td>
<td>69,048</td>
<td>347</td>
<td>104,111</td>
<td>87</td>
<td>68,153</td>
</tr>
<tr>
<td>60,000</td>
<td>698</td>
<td>82,032</td>
<td>383</td>
<td>140,816</td>
<td>87</td>
<td>71,210</td>
</tr>
<tr>
<td>70,000</td>
<td>806</td>
<td>96,667</td>
<td>416</td>
<td>164,265</td>
<td>87</td>
<td>71,721</td>
</tr>
<tr>
<td>80,000</td>
<td>920</td>
<td>110,477</td>
<td>522</td>
<td>197,764</td>
<td>87</td>
<td>71,721</td>
</tr>
<tr>
<td>90,000</td>
<td>1,036</td>
<td>124,287</td>
<td>587</td>
<td>211,224</td>
<td>711</td>
<td>131,002</td>
</tr>
<tr>
<td>100,000</td>
<td>1,151</td>
<td>138,096</td>
<td>652</td>
<td>234,693</td>
<td>790</td>
<td>145,566</td>
</tr>
<tr>
<td>110,000</td>
<td>1,266</td>
<td>151,906</td>
<td>717</td>
<td>258,162</td>
<td>869</td>
<td>160,111</td>
</tr>
<tr>
<td>120,000</td>
<td>1,381</td>
<td>165,716</td>
<td>782</td>
<td>281,632</td>
<td>948</td>
<td>174,668</td>
</tr>
<tr>
<td>130,000</td>
<td>1,496</td>
<td>179,525</td>
<td>848</td>
<td>305,101</td>
<td>1,024</td>
<td>189,224</td>
</tr>
<tr>
<td>180,000</td>
<td>1,946</td>
<td>235,505</td>
<td>1,093</td>
<td>325,050</td>
<td>1,094</td>
<td>201,596</td>
</tr>
</tbody>
</table>
Payment
Tuition will be paid at the time of registration unless the student is eligible for financial aid and clearance has been given by the Financial Aid Office or other financial arrangements have been made with the Business Office. Students are responsible for any financial obligation incurred while attending Brookline College regardless of any anticipated financial aid. Student may be terminated at the discretion of the College for non-payment or any payment due to the College.

Federal Return of Title IV Funds Refund Policy
The Federal Return of Title IV Funds Refund Policy specifies the differences between earned and unearned portion of Title IV aid, in relation to the length of the term and the length of time the student was enrolled for that term. Students who are enrolled beyond 60% of the term are considered to have earned 100% of the Title IV aid awarded for that term.

A student who withdraws prior to completing more than 60% of the term will earn a percentage of the Title IV aid awarded based on the number of calendar days from the start of the term to the last date of attendance in the term. The student’s withdrawal date is the date the institution determined the student was no longer attending. Please see the Institutional Refund Policy.

The formula for calculating the percentage of Title IV earned is as follows:

**In a credit hour program** - The number of days from the start date to the last date of attendance in the term divided by the total days in the term equals the percentage of aid earned.

The percentage of aid earned is then multiplied by the total Title IV Aid disbursed or could have been disbursed to equal the amount of aid the student actually earned.

All unearned portions of federal aid are returned to the appropriate programs in the following order:

1. Federal Unsubsidized Stafford Loans
2. Federal Subsidized Stafford Loans
3. Federal Parent Loan for Undergraduate Students (PLUS Loan)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Post-withdrawal disbursements
If an eligible student receives less Federal Student Aid than the amount earned, the school will calculate the amount of aid that was not received. The school will post, based on Federal guidelines, any available grant funds before available loan funds. Available grant or loan funds refer to Title IV program assistance that could have been disbursed to the student but was not disbursed as of the date of the institution’s determination that the student withdrew. In accordance with Federal Regulations, the school must obtain written confirmation from a student, or parent for a parent PLUS loan, before making any disbursement of loan funds from a Post-withdrawal disbursement.

If applicable, refunds to Title IV programs will be made within 45 days of the date the student is determined to have withdrawn. Notification will be sent to the students of all refunds made. Upon request, the institution will make readily available to enrolled and prospective students copies of this Federal Return of Title IV Refund Policy.

Institutional Cancellation and Refund Policy
If an application for enrollment is rejected by Brookline College, all monies paid to Brookline College will be refunded.

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement, making their initial payment or first visiting the institution, whichever is the latest act to occur, is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
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. Except in unusual instances, the date of determination that the student withdrew should be no later than 14 days after the student’s last date of attendance as determined by the institution from its attendance records. If a student provides notification to the school of his or her withdrawal prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student’s notification.

Last date of attendance is defined as the last day a student had academically related activity, which may include assignments, discussion questions, quizzes, projects, clinical experiences, or examinations. Last date of attendance applies to both residential and online students.

The Technology Fee and Retake Fee are non-refundable. The institutional refund policy generally allows the institution to earn 100% of the institutional charges from students who complete 67% or more of the term. The student’s withdrawal date is the date the institution determined the student was no longer attending. The institution may take up to 14 days from the last date of attendance to make the determination that the student was no longer attending.

If applicable, refunds to agencies, private loans, scholarships, and to the student will be made within 45 days of the date the student is determined to have withdrawn. Notification will be sent to the students of all refunds made.

<table>
<thead>
<tr>
<th>Last date of attendance as % of the payment period for which the student was obligated</th>
<th>Portion of tuition and fees obligated and charged that are eligible to be retained by the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week of class (if submitted in writing)</td>
<td>0%</td>
</tr>
<tr>
<td>After 1st day but still within 10% (if written withdrawal not submitted within 1st week of class)</td>
<td>10%</td>
</tr>
<tr>
<td>After 10% but still within 25%</td>
<td>50%</td>
</tr>
<tr>
<td>After 25% but still within 50%</td>
<td>75%</td>
</tr>
<tr>
<td>After 50%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Although the staff cannot advise students on when to withdraw from their program the students are encouraged to become familiar with the refund policies, make their own decisions and take the appropriate actions.

Upon request, the institution will make readily available to enrolled and prospective students copies of this Institutional Refund Policy.

**Maryland Residents Refund Policy:**
The minimum refund that Brookline College will pay to a Maryland resident who withdraws or is terminated after completing only a portion of a term/payment period is as follows:

<table>
<thead>
<tr>
<th>Portion of Term Completed as of Date of Withdrawal or Termination</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10%</td>
<td>90% refund</td>
</tr>
<tr>
<td>10% up to but not including 20%</td>
<td>80% refund</td>
</tr>
<tr>
<td>20% up to but not including 30%</td>
<td>60% refund</td>
</tr>
<tr>
<td>30% up to but not including 40%</td>
<td>40% refund</td>
</tr>
<tr>
<td>40% up to but not including 60%</td>
<td>20% refund</td>
</tr>
<tr>
<td>More than 60%</td>
<td>No refund</td>
</tr>
</tbody>
</table>
In cases where the refund policy of a state differs from the Institutional Refund Policy, students receive the more favorable refund.

**Nursing Assistant Refund Policy:**
Students in the nursing assistant program will fall under this refund policy:

<table>
<thead>
<tr>
<th>Portion of Term Completed as of Date of Withdrawal or Termination</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop on or before 1st day of class</td>
<td>100% refund</td>
</tr>
<tr>
<td>Drop after 1st day of class – End of week 1</td>
<td>50% refund</td>
</tr>
<tr>
<td>Drop after start of week 2 – End of week 2</td>
<td>25% refund</td>
</tr>
<tr>
<td>Drop after start of week 3 – End of week 5</td>
<td>0% refund</td>
</tr>
</tbody>
</table>

**New Mexico Residents Cooling Off Period:**
Students who have signed an enrollment agreement and/or made an initial deposit are entitled to a cooling off period of at least three work days from the date of signature and/or deposit to withdraw and all payments shall be refunded. Pursuant to 5.100.2.20 (A) NMAC.
ONLINE EDUCATION

Distance Education Consortium Agreement
Brookline College allows students enrolled in a program of study to complete coursework at Brookline College Campus and/or through distance education under the Distance Education Consortium Agreement. Students who are enrolled as a blended student at a campus, must take at least one course at their “Home” institution. The “Home” institution is defined as the institution that awards the academic degree. The coursework completed at the “Host” institution will be included in the program coursework used to award the degree from the “Home” institution. For more information on this agreement, please see the Director of Education at your institution.

Online Program Offerings

Business
- Master of Science – Public Administration
- Bachelor of Science - Management
- Associate of Science – Business
- Associate of Science – Paralegal Studies

Health Care
- Master of Science – Nursing
- Master of Science – Nursing, Health Systems Administration
- Bachelor of Science - Nursing (RN to BSN)
- Bachelor of Science – Health Care Administration
- Associate of Science – Allied Health
- Associate of Science – Health Information Technology
- Diploma - Medical Insurance Billing and Coding*
- Diploma – Pharmacy Technician
- Diploma – Medical Office Administration

*Full Distance: 100% Online
*Blended: Courses may be taken in a mix of online or ground modality
*Hybrid: 80% of the course(s) will be required to be completed via online delivery method, excluding MIBC Module H Practicum which is a residential modality. Residential courses will be offered on campus 1 day per week; hybrid courses will be offered online 3 days per week.

General Information
All online students are welcome to use campus services and resources. Services, resources and policies specific to online education are listed below.

Admission Criteria
Online program applicants must meet all applicable criteria listed in the Admissions section of this catalog. In addition, all online program applicants must meet the online computer requirements listed below and complete the online New Student Orientation Tutorial course in the learning management system, before beginning any credit earning courses.

Online Computer Requirements
Students must have regular daily access to a computer that meets the following minimum requirements:

- A functioning e-mail account
- Access to Microsoft 2010 or Microsoft Office 365
- Intel13 Processor or higher
- A monitor capable of displaying 1024x768 at 16 bit color
- Minimum 4 GB of RAM
- High-speed internet access on LAN connection (DSL or faster)
While dial-up or blue tooth (hotspot) may work, it may not be suitable for many applications

- A supported web browser
  - Mozilla Firefox, version 37 or greater
  - Adobe Flash, version 10 or greater
  - Safari, version 6 or greater
    - Many of the applications for learning require students to only use a desktop or laptop computer for maximum performance.
      - MindTap – Cengage Unlimited
        - Many Learning exercises will not work on a tablet or cell phone
      - Connect - McGraw Hill
        - Many Learning exercises will not work on a tablet or cell phone
- Sound card and computer speakers to listen to audio presentations
- Adobe Flash, version 17 or higher
- Adobe Reader, version DC
- Java, version 8 or greater

Note: Best practice is to allow application software (QuickTime, Adobe Reader, etc.) to update as new versions are released. Students will need to allow Popups from Brookline College Learning Management System; (LMS), Cengage Unlimited MindTap and McGraw Hill Connect to maximize learning capabilities.

Operating Systems for PC Users:
- Windows 7 – 32 or 64 bit
- Windows 8 – 32 or 64 bit
- Windows 10 – 32 or 64 bit

Operating Systems for Mac Users:
- OSX 10- version 10.8 or newer
- Apple QuickTime

** Safari may not work with some of the MindTap or Connect activities, students should download Mozilla Firefox and enter their course directly through Cengage Unlimited or McGraw Hill connect**

Additional requirements for the Medical Insurance Billing and Coding program:
- 6 GB free hard disk space

Additional requirements for tablet users:
- Window PC or access to Windows PC in order to attach and upload documents
  - MindTap activities and Connect activities may not work on a tablet

Technical Assistance
Technical assistance for online students is available through the learning management system at http://online.brooklinecollege.edu/. Students can call 888-998-6025, utilize the Support Portal or the Chat feature for assistance.

Online Course Access
All new courses are available on Sunday at midnight.

Online Attendance Policy
Online students are encouraged to participate often in each course in which they are enrolled. In order to be marked present for the day, a student must submit a gradable item. A gradable item is defined as a threaded discussion (excluding the Student Lounge and Instructor Virtual Office), assignment, lab, test or quiz.

Online Excessive Absences
After fourteen consecutive days of absence in all of the classes a student is in enrolled in, the student may be withdrawn from the College. If a student is enrolled in multiple courses and meets attendance in one course but fails to attend the
other, they may be withdrawn from the course for which excessive absences are noted (i.e., after fourteen consecutive
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 meet attendance requirements at the start of 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.

Online Student Identity Authentication and Privacy
The Brookline College Learning Management System (LMS) for online students is a restricted access and password
protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an
assigned unique login and password that is provided to each student upon enrollment and class registration. Verification
of student information is provided at no extra cost to the student. Student identity will be maintained in a private format
by the College in accord with established institutional privacy and confidentiality policies with access provided only to
agents of the College who require immediate and necessary use of the information in order to fulfill the various academic
activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password
information. Students are prohibited from sharing login and password information. Any such intentional compromise
of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student
being subject to immediate termination from Brookline College. In the event a student believes the privacy associated
with their login and password information has been compromised, they are required to contact school officials for an
immediate reset of their information. This is also done at no extra cost to the student.

STRF Requirements – California Students
The State of California established the Student tuition Recovery fund (STRF) to relieve or mitigate economic
loss suffered by a student in an educational program at a qualifying institution, who is or was a California
resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution,
prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the
state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an
educational program, who is a California resident, or are enrolled in a residency program, and prepay all or
part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you
are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any
other information that documents the amount paid to the school. Questions regarding the STRF may be
directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento,
CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid
tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of
the following:

1. The institution, a location of the institution, an educational program offered by the institution was
closed or discontinued, and you did not choose to participate in a teach-out plan approved by the
Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the
closure of the institution or location of the institution, or were enrolled in an educational program
within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the
closure of the institution or location of the institution, in an educational program offered by the
institution as to which the Bureau determined there was a significant decline in the quality or value of
the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as
required by law, or has failed to pay or reimburse proceeds received by the institution in excess of
tuition or other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.
Student Services
Student services is available services to students, such as academic advising, tutoring, career advising, placement assistance, and facilities.

Library/Learning Resource Center
Each Brookline College campus has a Library/Learning Resource Center (LRC), which supports the educational and professional needs of the students. Hours of operation are posted at each facility. The LRC provides a place where students can study, research information, and work on projects for their classes.

LRCs provide a wide range of core reference materials such as online databases and search engines, instructional and resource CDs, books, and pertinent trade, professional and academic periodicals. In addition, LRCs are equipped with computers featuring a variety of software and a high-speed Internet connection, giving students access to a multitude of tools and information to assist them in all aspects of their education.

The Library/Learning Resource Center’s electronic resources may be accessed online. Instructions and passwords for access to these resources are changed regularly, with students being updated accordingly. These resources are available and required for completing research assignments online.

Each LRC is staffed with a professionally trained librarian who not only maintains the LRC inventory, but also assists students and conducts orientations designed to train them to effectively find, retrieve and integrate the information they need to solidify their learning.

If desired, students may check out books from the LRC (with the exception of reference books), with the understanding that they are financially responsible for any books borrowed. If books are not returned, the cost will be charged to the student’s account.

The ultimate goal of faculty and staff at Brookline College is to help students successfully complete their academic program and support the students in whatever way possible to achieve that goal. Here are some of the services Brookline College provides as well as other student information:

There are many things that can impact a student’s success while in school. At Brookline College, we strive to offer whatever support we can to assist students. This may include tutoring, referring students to community agencies, and bus passes at discounted prices, depending on the campus location. Students are strongly encouraged to meet with the Student Services Coordinator, Director of Education, Program Chair, Program Director/Dean, and/or Extern Coordinator if they are encountering difficulties.

Student Lounge
Each campus has a student lounge, which is conveniently located to provide a comfortable environment for students wishing to relax during breaks from academic activities. Each lounge provides vending machines for student convenience.

Smoking Areas
All Brookline College campuses are non-smoking. Students wishing to smoke may do so in the designated outdoor areas.

Parking
Free parking is available at each campus within walking distance of all classrooms. Some campuses also encourage participation in carpooling programs.

Facilities Accessibility
Every Brookline College campus meets Americans with Disabilities Act (ADA) standards. Brookline College does not discriminate on the basis of disability. The institution will take appropriate steps to accommodate individuals with disabilities.
Each campus is equipped to allow for full accessibility for persons with a disability. Classrooms are accessible to students with disabilities, and/or arrangements are made to ensure accessibility.
Career Services
Brookline College wants all of its graduates to obtain the very best career opportunity available and its Career Advisors are committed to assisting graduates with their job search, Brookline College cannot, and does not, guarantee employment or wages at any time. Brookline College Career Services is a post-graduate assistance program.

To assist its students in their job search, Brookline College provides training in the following areas:

- Resume preparation
- Job search techniques
- Interviewing skills
- Networking
- Dressing for success

Career Services Advisors will work with graduates to determine areas of interest and job opportunities. Campuses also hold career fairs in which companies from around the community participate to acquaint students with their respective businesses. This gives graduates first-hand information about potential jobs and careers and allows employers and graduates to partner together. It should be understood that obtaining employment requires a combined effort by the graduate and Brookline College.

The graduate must work closely with the Career Advisor in conducting the job search; this includes providing a resume, attending interviews, completing required assignments, and maintaining regular contact with the Career Advisor. In addition, many employers require a physical, psychological and/or drug testing or screening, and criminal background check as a condition of employment. While Brookline College may assist in coordinating these tests, the college assumes no responsibility for the graduate’s ability to pass any of these tests or the fees associated with them.

All students must acknowledge that any negative activity that may appear on any background check completed on a student may prevent them from working in their field of study or sitting for any certification examinations that may be available or a requirement of their field of study.

Graduates should be aware that while Brookline College will do everything possible to assist with their job search, seeking employment requires a significant commitment of time and effort on the graduate’s part. Graduates should be aware that an unwillingness or inability to relocate may limit their job opportunities. They should also understand that due to demand levels, economic changes, personal issues, or other factors Brookline College cannot guarantee employment within a specified timeframe.

For more information about the College’s graduation rates, the median debt of students who completed their program, specific dates reported upon and other important consumer information, please visit the “Reporting Disclosure” link located at www.brooklinecollege.edu

Placement is calculated as follows:

 Placement Rate = \( \frac{P}{G-U} \)

P = Placed graduates
G = Total graduates
U = Graduates unavailable for placement

Placed graduates are defined as those employed in a position wherein the majority of the graduate’s job functions are related to the skills and knowledge acquired through successful completion of the training program.

Unavailable is defined only as documented: health-related issues, military obligations, incarceration, continuing education status, or death. Institutions must have on file additional documentation and rationale to justify graduates identified in this category. Examples of documentation may include but is not limited to a doctor’s note, military orders, arrest documentation, enrollment agreement, acceptance letter, or death certificate.

Students enrolling at Brookline College into a diploma program must meet the minimum job requirements in their field of study. Some fields of study require an individual to perform specific functions for employment. They may include:

1) vision acuity to distinguish color or fine detail
2) hearing acuity to distinguish various sounds and tones
3) steady and stable fine motor skills
4) ability to work several hours without break
5) ability to stand or sit for long periods of time
6) ability to lift up to 50 pounds
7) ability to tolerate noise
8) ability to tolerate fumes

Questions regarding minimum job requirements should be directed to the Program Director and/or the Career Services Department. Also, some employers may have specific requirements for employment.

Students enrolling at Brookline College into an Associate or Bachelor degree program must meet the minimum job requirements in their field of study. Some fields of study require an individual to perform specific functions for employment. They may include:

1) vision acuity to distinguish color or fine detail
2) hearing acuity to distinguish various sounds and tones
3) steady and stable fine motor skills
4) ability to work several hours without break
5) ability to stand or sit for long periods of time
6) ability to lift up to 50 pounds
7) ability to tolerate noise
8) ability to tolerate fumes

Questions regarding minimum job requirements should be directed to the Program Director and/or the Career Services Department. Also, some employers may have specific requirements for employment.
Brookline College does not discriminate on the basis of sex, ethnicity, religion, age, disability, or national origin in admission, access, treatment, or employment in any of its activities or programs. A student may be enrolled in only one Brookline College program at a time.

Brookline College reserves the right to deny admission or re-entry to any applicant or student the College, at its discretion, determines is either: a) unlikely to benefit from its programs, b) discloses or is found to possess an adverse background that disqualifies them from (a) participation in clinical/practicum or externship experiences required in a program or (b) employment opportunities in the field for which the program is intended to prepare them, or c) whose presence on campus or in the online academic environment is considered by the administration to be disruptive and/or potentially harmful to Brookline College students, faculty and/or staff. For certain programs, students may be eligible to gain clearance from program-specific oversight boards/agencies as it relates to adverse background issues. In the event a student is cleared by an authorized board/agency, they must provide evidence of clearance from program-specific boards prior to admission into the program of study. Regardless, all students admitted to Brookline College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others within the college community.

Admissions Procedures
Brookline College requires all applicants to complete the following process prior to admission.

1. All applicants are required to attend a live, or virtual, planning session which includes both career and academic goals with an authorized Admissions Representative. Admissions Representatives ensure that applicants meet the following criteria before recommending for enrollment:
   • Applicant career goals are in line with the programs available.
   • Motivation and capacity to successfully meet the academic and career expectation in the field.
   • The ability to attend class regularly and succeed academically.
   • Strong desire to seek employment and progress in their chosen field.
2. Take and pass any required program testing requirements. All pre-enrollment testing requirements are located in the Catalog under Undergraduate Admissions Procedures Policies and Requirements.
3. Complete an Application for Admissions.
4. Complete a financial aid interview to develop a financial plan.
5. Complete the Enrollment Agreement with an Admissions Representative to include collecting all necessary documentation.
6. Meet with Director of Education, or an appropriate Department Director to discuss any unusual enrollment circumstances or accommodations needed to successfully complete the program.

For non-nursing students, once all requirements have been completed, the Director of Admissions, Director of Education, and Campus Director reviews the application for approval. Applicants are notified of their acceptance promptly.

Brookline College reserves the right to deny admission previously accepted if any of the items listed above are not successfully completed or found to be falsely represented.

All prospective students are highly encouraged to review the College Catalog prior to signing an Enrollment Agreement. Prospective students are also encouraged to review any performance documentation which is provided prior to signing an enrollment agreement.

Admittance Requirements
In order to apply to Brookline College, a prospective student must be a citizen of the United States or an eligible non-citizen as classified by the Department of Homeland Security; however, students who qualify based on state or federal qualifications, but do not meet the aforementioned qualifications, must pay in adherence with their Tuition Options contract. International student applicants may apply to Brookline College.

Applicants must be at least 18 years of age at the time of admissions and possess a high school diploma or GED (or equivalent). If a prospective student is less than 18 years of age, they may be permitted to enroll if they obtain a parent
or legal guardian signature of approval or demonstrate that they are otherwise covered under state emancipation statutes.

Applicants that graduated from a foreign high school or secondary school must provide proof. A certified copy of credentials or official transcripts translated (if applicable) and evaluated by a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators, Inc. (AICE) must be submitted prior to enrollment. Evaluation or translation must show equivalency to a U.S. high school.

Nursing Assistant Program
All applicants to the Nursing Assistant program must be at least 18 years of age or 17 years 6 months of age with parental or legal guardian signature of approval or otherwise covered under state emancipation statutes.

Applicants are required to have a high school diploma or GED at the time of entrance. In order to meet reading and math requirements, a passing score of 17 on the SLE, passing score on the TABE, and/or successful completion of the PCT program is required for acceptance into the nursing assistant program.

Consideration for admission into the Nursing Assistant program requires the applicant to complete the Wonderlic Scholastic Level Exam™ (administered by Brookline College). Test scores are valid for 12 months from the test date. Applicants must provide proof of the attainment of a high school diploma, completion of a home-schooling program, or a General Education Development (GED) certificate or an equivalent as recognized by the US Department of Education. Proof of this attainment must be provided to the institution within 7 days after the student’s first class begins. Acceptable documents include high school transcripts (official or unofficial), GED transcripts, or a copy of the high school diploma or GED certificate. Applicants that have graduated from another post-secondary institution recognized by the US Department of Education may submit unofficial transcripts from that institution. The credential awarded must be an Associate degree or a higher level of education in order to be considered in lieu of the high school diploma or GED transcripts/copies. Approved by the Arizona Board of Nursing.

Diploma Programs
Applicants must provide proof of the attainment of a high school diploma, completion of a home-schooling program, or a General Education Development (GED) certificate or an equivalent as recognized by the US Department of Education. Proof of this attainment must be provided to the institution within 30 days after the student’s first class begins. Acceptable documents include high school transcripts (official or unofficial), GED transcripts, or a copy of the high school diploma or GED certificate. Applicants that have graduated from another post-secondary institution recognized by the US Department of Education may submit unofficial transcripts from that institution. The credential awarded must be an Associate degree or a higher level of education in order to be considered in lieu of the high school diploma or GED transcripts/copies.

Surgical Technology
Consideration for admission into the Surgical Technology program requires the applicant to complete the Wonderlic Scholastic Level Exam™ (administered by Brookline College). All applicants must score a minimum of 17 on the Wonderlic test. Retesting requires use of alternate form of test with a minimum 24-hour break between tests. The minimum score remains a 17. Applicants are permitted no more than three attempts per start date. Test scores are valid for 12 months from the test date. Applicants must provide proof of the attainment of a high school diploma, completion of a home-schooling program, or a General Education Development (GED) certificate or an equivalent as recognized by the US Department of Education. Proof of this attainment must be provided to the institution within 7 days after the student’s first class begins. Acceptable documents include high school transcripts (official or unofficial), GED transcripts, or a copy of the high school diploma or GED certificate. Applicants that have graduated from another post-secondary institution recognized by the US Department of Education may submit unofficial transcripts from that institution. The credential awarded must be an Associate degree or a higher level of education in order to be considered in lieu of the high school diploma or GED transcripts/copies.

Associate Degree Programs
Applicants must provide proof of the attainment of a high school diploma, completion of a home-schooling program, or a General Education Development (GED) certificate or an equivalent as recognized by the US Department of Education. Proof of this attainment must be provided to the institution within 7 days after the student’s first class begins. Acceptable documents include high school transcripts (official or unofficial), GED transcripts, or a copy of the high school diploma or GED certificate. Applicants that have graduated from another post-secondary institution recognized by the US Department of Education may submit unofficial transcripts from that institution. The credential
awarded must be an Associate degree or a higher level of education in order to be considered in lieu of the high school diploma or GED transcripts/copies.

**Bachelor Degree Programs**

Applicants must provide proof of the attainment of a high school diploma, completion of a home-schooling program, or a General Education Development (GED) certificate or an equivalent as recognized by the US Department of Education. Proof of this attainment must be provided to the institution before the student’s first class begins. Acceptable documents include high school transcripts (official or unofficial), GED transcripts, or copy of the high school diploma or GED certificate. Applicants that have graduated from another post-secondary institution recognized by the US Department of Education may submit unofficial transcripts from that institution. The credential awarded must be an Associate degree or a higher level of education in order to be considered in lieu of the high school diploma or GED transcripts/copies.

**Pharmacy Technician**

For students enrolled in the Pharmacy Technician program, the state board for Pharmacy requires extern students to obtain a fingerprint card and trainee license before starting on site at their externship. Students in Arizona need to apply for the AS DPS Fingerprint Clearance Card and the AZ Technician Trainee License. Students need to apply for the AZ DPS Fingerprint Clearance Card as soon as they begin their core modules for the Pharmacy Technician program. This must be done before they can obtain an AZ Technician Trainee License. Brookline College will pay for both of these items for students residing in Arizona. This does not apply to students residing in New Mexico.

For students enrolled in the Pharmacy Technician program through the online delivery method, these items may not be needed as individual state requirements vary. These will be handled on a case by case basis depending on the student’s particular state requirements.

**Criminal Justice**

Employment opportunities for students younger than 21 years of age are limited in the areas of law enforcement and the juvenile justice system. However, private sector security agencies may hire applicants at 18 years of age. In some cases, applicants may not be able to secure potential employment opportunities unless they have the following:

1. A valid driver’s license
2. A birth certificate
3. A willingness to relocate or do shift work
4. Fingerprint clearance and/or background check

**Associate of Science – Allied Health**

In addition to General College Admission Requirements:

Up to 31.5 semester hours may be transferred into the program from an Allied Health diploma program. Official transcripts documenting the conferral of an Allied Health diploma program must be provided. 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.

**Associate of Science – Health Information Technology**

In addition to General College Admission Requirements:

Up to 31.5 semester hours may be transferred into the program from an Allied Health diploma program. Official transcripts documenting the conferral of an Allied Health diploma program must be provided. 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 60 semester credit hours for graduation.

**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 or designee.
Associate of Science in Physical Therapist Assistant

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 complete 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. Applicants must provide proof of the attainment of a high school diploma, completion of a home-schooling program, or a General Education Development (GED) certificate or an equivalent as recognized by the US Department of Education. Proof of this attainment must be provided to the institution within 7 days after the student’s first class begins. Acceptable documents include high school transcripts (official or unofficial), GED transcripts, or a copy of the high school diploma or GED certificate. Applicants that have graduated from another post-secondary institution recognized by the US Department of Education may submit unofficial transcripts from that institution. The credential awarded must be an Associate degree or a higher level of education in order to be considered in lieu of the high school diploma or GED transcripts/copies.

The Physical Therapist Assistant Admission Policy adheres to a weighted process composed of seven criteria, with ascribed attainable points of 110.

The criteria are the following:

1. ATI TEAS score
2. GPA from previous Institution
3. College experience
4. Letter of Intent
5. Two recommendation letters
6. Highly recommended observation hours: 5 inpatient hours and 5 outpatient hours
7. Final formal interview

Bachelor Degree Programs

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 or the Council for Higher Education Administration,
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. If the conferred degree is not in a related field of study, the student may be required to take additional courses to satisfy program requirements. The number of courses and their discipline is dependent upon a thorough review of the student’s transcripts.
5. If the conferred degree does not contain a minimum of 15 semester credits or 22.5 quarter credits in general education courses, the student will be required to take general education courses to satisfy the General Education requirement.

Each Associate’s degree will be reviewed to ensure the above criteria has been met. Though there is no time limit to accepting an Associate’s degree as a bulk transfer into a Bachelor degree program, the student may be required to take additional courses. This is at the discretion of the Director of Education or another official designee.

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 or designee.
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 or designee.

**Bachelor of Science in Nursing Program**

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

1. **Educational Attainment**
   a. Bachelor of Science in Nursing applicants must have a high school diploma, evidence of completion of a home-schooling program, or a General Education Development (GED) certificate as recognized by the US Department of Education presented to the admissions representative.
   b. Phoenix applicants with a Bachelor or higher degree may be eligible for a block transfer of 36 credits – See the “Transfer Credit Policy” for specifics and requirements.

2. **Testing- HESI A2**
   a. Applicants are required to take the complete HESI A2 admission assessment examination: English composite, Math, and Science (anatomy and physiology, biology and chemistry). Applicants must achieve a minimum composite score of 73%.
   b. Any applicant’s file that does not meet the HESI minimum requirements are reviewed by a faculty-led Admissions Committee which may accept or deny the file. Justification is documented in the file and provided to the applicant.

3. HESI exams will be accepted within 5 years of applying to Brookline College. Proof of a passing score on the HESI exam must be a secured copy directly from the HESI Evolve System. Acceptable exam scores need to be on file prior to an enrollment agreement being completed and signed by the student.

4. Applicants are limited to two (2) attempts to achieve the required passing score on the HESI exam for each start date- not to exceed more than six (6) attempts per calendar year.

5. **Grade Point Average Requirement**
   a. GPA of 2.5 is required for admission.
   b. GED cumulative scores may be submitted with specification by series and date.
   c. Any applicant’s file that does not meet the GPA/GED minimum requirements are reviewed by a faculty-led Admissions Committee which may accept or deny the file. Justification is documented in the file and provided to the applicant.

6. For International students or students who speak English as a Second Language, a TOEFL test is required with a minimum score of 84 and a minimum speaking score of 26 on the internet-based test. Testing facilities will be recommended.

7. Completion of a criminal background check with clear results prior to acceptance* Failure to have a clear result will disqualify the applicant from program admission. Clear results are defined as not including the following:
   o Any inclusions on sex offender registries or any sex-related offenses
   o Any inclusions on the Homeland Security watch list or any Federal exclusion lists
   o Felony Convictions (of any type or age of the conviction)
   o Warrants that exist within any state
   o Misdemeanors (of any age) that include violent crimes, deadly conduct, fraud, concealed weapons, sex crimes, murder, attempted murder, abduction, assault, identify theft, robbery, arson, extortion, burglary, pandering, abuse/neglect of any vulnerable population, harassment/threats, indecent exposure, stalking, trespassing, terrorism, illegal drug substances, any crime against a person/ their property, or aggravated DUI.
   o **ANY misdemeanors within the past 3 years** (unless attorney letter stating that expungement is in progress)

8. Personal interview with a representative of Brookline College

*Strict regulations for background checks exist for the safety of the public and the patients being cared for by Registered Nurses. The Arizona State Board of Nursing is required to deny applications from those persons who have a felony or undesignated offense conviction (< 5 years). Other types of offenses (theft, DUI, Drug charges, etc.) may also result in the Board denying a license to a nursing graduate. In addition, many local hospitals require stringent background
verifications before attending clinical. Failure or a background check for clinical would disqualify a student from attending that clinical and thus, attending and completing the nursing program. For these reasons, Brookline College nursing program adheres to the same stringent requirements to ensure community and patient safety.

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

- MMR (Measles/rubeola, mumps, rubella)
  - Required to have two-step MMR with at least one being titers
- Varicella
  - Required to have two step Varicella with at least one being titer
- Tetanus/Diphtheria/Pertussis (Tdap)
  - A one-time adult dose of Tdap (age 19 or older) followed by a Td booster every 10 years.
- Tuberculosis (TB) – 2 step
  - Must be 1-3 weeks following the initial. Any positive requires a CXR showing ‘clear’ with a note from the physician stating you are free of active TB disease symptoms.
- Hepatitis B
  - Proof of completion of three (3) Hepatitis B injections or HbsAB antibody titer
- Influenza Vaccine (10/1 – 3/31)
- CPR-BLS (Basic Life Support) with American Heart Association Guidelines
- Fingerprint Clearance Card – Level 1
- Negative Drug Screen – Pick up the authorization form from the front desk of the nursing department.

It is the responsibility of each nursing student to obtain these required immunizations one month prior to the first clinical experience. Failure to obtain such immunizations may result in a student not having clinical placement and therefore unable to complete a clinical course. All students are encouraged to begin now getting immunizations completed so when the time comes they have all of their documentation to turn in to the clinical coordinator.

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 a personal interview with the Dean of Nursing or Dean designee. If the applicant is granted admission into the nursing program, mandatory meeting with his or her faculty advisor is required and will be monitored by the Dean of Nursing for compliance. The purpose of this additional monitoring is to assist the student in being successful in their program, aiding in time management, referrals to resources (i.e. tutoring), and guiding the student in the transition back into school.

ESSENTIAL FUNCTIONS

All nursing students must meet the following MINIMUM mental and physical qualifications throughout the onsite BSN nursing program:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
- Respond and react immediately to auditory instructions/requests/monitor equipment and perform auditory auscultation without auditory impediments.
- Physically perform up to a twelve-hour clinical laboratory experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.

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• Perform mathematical calculations for medication preparation and administration.
• Communicate effectively, both orally and in writing, using appropriate English grammar, vocabulary and word usage.
• Make appropriate and timely decisions under stressful situations.

In carrying out the nondiscrimination policy of the Department of Nursing with regard to students and applicants with disabilities, the Department of Nursing will endeavor to make reasonable modifications and otherwise reasonably accommodate students and applicants with disabilities. Students with disabilities should consider their ability to meet the above qualifications with reasonable accommodation. Any requests for accommodation will be considered through the Dean’s office.

Bachelor of Science in Nursing for Baccalaureate Degree Graduates Program (Albuquerque only)
To be considered for admission to the Bachelor of Science in Nursing for Baccalaureate Degree Graduates (BDG) program, applicants must:

1. Educational Attainment
   Bachelor of Science in Nursing for Baccalaureate Degree Graduates (BDG) applicants must have a high school diploma, evidence of completion of a home-schooling program, or a General Education Development (GED) certificate as recognized by the US Department of Education presented to the admissions representative. Bachelor of Science in Nursing for Baccalaureate Degree Graduates (BDG) applicants must have a conferral of a baccalaureate degree or higher and have Official transcripts from all college or universities attended including that which documents the conferral of a baccalaureate degree and completion of specific pre-requisite courses. See Transfer Credit Policy for specifics and requirements.

2. Testing - HESI A2
   a. Applicants are required to take the complete HESI A2 admission assessment examination: English composite, Math, and Science (anatomy and physiology, biology and chemistry). Applicants must achieve a minimum composite score of 73%.
   b. Any applicant’s file that does not meet the HESI minimum requirements are reviewed by a faculty-led Admissions Committee which may accept or deny the file. Justification is documented in the file and provided to the applicant.

3. HESI exams will be accepted within 5 years of applying to Brookline College. Proof of a passing score on the HESI exam must be a secured copy directly from the HESI Evolve System. Acceptable exam scores need to be on file prior to an enrollment agreement being completed and signed by the student.

4. Applicants are limited to two (2) attempts to achieve the required passing score on the HESI exam for each start date, not to exceed more than six (6) attempts per calendar year.

5. Grade Point Average Requirement
   c. GPA of 2.5 is required for admission.
   d. GED cumulative scores may be submitted with specification by series and date.
   e. Any applicant’s file that does not meet the GPA/GED minimum requirements are reviewed by a faculty-led Admissions Committee which may accept or deny the file. Justification is documented in the file and provided to the applicant.

6. For International students or students who speak English as a Second Language, a TOEFL test is required with a minimum score of 84 and a minimum speaking score of 26 on the internet-based test. Testing facilities will be recommended.

7. Completion of a criminal background check with clear results prior to acceptance* Failure to have a clear result will disqualify the applicant from program admission. Clear results are defined as not including the following:
   o Any inclusions on sex offender registries or any sex-related offenses
   o Any inclusions on the Homeland Security watch list or any Federal exclusion lists
   o Felony Convictions (of any type or age of the conviction)
   o Warrants that exist within any state
   o Misdemeanors (of any age) that include violent crimes, deadly conduct, fraud, concealed weapons, sex crimes, murder, attempted murder, abduction, assault, identify theft, robbery, arson, extortion, burglary, pandering, abuse/neglect of any vulnerable population, harassment/threats, indecent exposure, stalking, trespassing, terrorism, illegal drug substances, any crime against a person/ their property, or aggravated DUI.
8. Personal interview with a representative of Brookline College

*Strict regulations for background checks exist for the safety of the public and the patients being cared for by Registered Nurses. The Arizona State Board of Nursing is required to deny applications from those persons who have a felony or undesignated offense conviction (< 5 years). Other types of offenses (theft, DUI, Drug charges, etc.) may also result in the Board denying a license to a nursing graduate. In addition, many local hospitals require stringent background verifications before attending clinical. Failure or a background check for clinical would disqualify a student from attending that clinical and thus, attending and completing the nursing program. For these reasons, Brookline College nursing program adheres to the same stringent requirements to ensure community and patient safety.

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

- MMR (Measles/rubeola, mumps, rubella)
  - Required to have two-step MMR with at least one being titers
- Varicella
  - Required to have two step Varicella with at least one being titer
- Tetanus/Diphtheria/Pertussis (Tdap)
  - A one-time adult dose of Tdap (age 19 or older) followed by a Td booster every 10 years.
- Tuberculosis (TB) – 2 step
  - Must be 1-3 weeks following the initial. Any positive requires a CXR showing ‘clear’ with a note from the physician stating you are free of active TB disease symptoms.
- Hepatitis B
  - Proof of completion of three (3) Hepatitis B injections or HbsAB antibody titer
- Influenza Vaccine (10/1 – 3/31)
- CPR-BLS (Basic Life Support) with American Heart Association Guidelines
- Fingerprint Clearance Card – Level 1
- Negative Drug Screen – Pick up the authorization form from the front desk of the nursing department.

It is the responsibility of each nursing student to obtain these required immunizations one month prior to the first clinical experience. Failure to obtain such immunizations may result in a student not having clinical placement and therefore unable to complete a clinical course. All students are encouraged to begin now getting immunizations completed so when the time comes they have all of their documentation to turn in to the clinical coordinator.

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 a personal interview with the Dean of Nursing or Dean designee. If the applicant is granted admission into the nursing program, mandatory meeting with his or her faculty advisor is required and will be monitored by the Dean of Nursing for compliance. The purpose of this additional monitoring is to assist the student in being successful in their program, aiding in time management, referrals to resources (i.e. tutoring), and guiding the student in the transition back into school.

ESSENTIAL FUNCTIONS

All nursing students must meet the following MINIMUM mental and physical qualifications throughout the onsite BSN nursing program:

- Frequently work in a standing position and do frequent walking.
- Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.
• Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
• Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.
• Respond and react immediately to auditory instructions/requests/monitor equipment and perform auditory auscultation without auditory impediments.
• Physically perform up to a twelve-hour clinical laboratory experience.
• Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
• Discriminate between sharp/dull and hot/cold when using hands.
• Perform mathematical calculations for medication preparation and administration.
• Communicate effectively, both orally and in writing, using appropriate English grammar, vocabulary and word usage.
• Make appropriate and timely decisions under stressful situations.

In carrying out the nondiscrimination policy of the Department of Nursing with regard to students and applicants with disabilities, the Department of Nursing will endeavor to make reasonable modifications and otherwise reasonably accommodate students and applicants with disabilities. Students with disabilities should consider their ability to meet the above qualifications with reasonable accommodation. Any requests for accommodation will be considered through the Dean’s office.

Bachelor of Science in Nursing (RN to BSN)
This program is designed for students who hold an Associate’s Degree in nursing and who wish to earn a Bachelor of Science Nursing degree. To be considered for admission applicants must:

1. Possess an associate degree with a major in nursing from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution
   a. Evidence, in the form of official transcripts, of conferral of associate’s degree; or
   b. For international students, an 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). Students must be eligible to transfer in a total of 54 credits and may be eligible to transfer in additional credits. See the “Transfer Credit Policy” for specifics.
2. Possession of a current registered nurse license in good standing from any state, territory, or district in the United States.
   a. For international students, a TOEFL test with a minimum score of 84 and a minimum speaking score of 26 on the internet-based test.
3. Completion of a Disclosure of an Adverse Background form
4. Completion of a personal interview with a representative of Brookline College
5. Applicants must be eligible to receive transfer credit for Program Course pre-requisites inclusive of Anatomy and Physiology (6 credits), Microbiology (3 credits), Developmental/Lifespan Psychology (3 credits) and Math (3 credits) with a grade of “C” or higher.
   1. Students who do not meet the criteria for transfer credit as listed above may be provisionally accepted into the RN-to-BSN program with the understanding that the outstanding course will be taken concurrently in the first semester of the program.

Arizona applicants must be at least 18 years of age or 17 years 6 months of age with parental or legal guardian signature of approval or otherwise covered under state emancipation statutes.

Background Check Process

Allied Health, Criminal Justice and Paralegal students are not required to complete a background check as a determinant of college admission. Students in the following programs must complete a background check as part of the college admission process:

• Bachelor of Science in Nursing
• Bachelor of Science in Nursing for Baccalaureate Degree Graduates
• Associate of Science in Physical Therapist Assistant
• Associate of Science in Surgical Technology
Diploma in Pharmacy Technician
Diploma in Patient Care Technician
Diploma in Surgical Technology
Certificate in Nursing Assistant

Certain programs require background check prior to externship, these are site specific and vary by program. Students are responsible for the cost associated with background checks* that are linked to externship sites. The cost to the students will vary based on the level of background checks the site is requiring.

*The Surgical Technician, Sterile Processing and Pharmacy Technician programs excluded.

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 sitting for any certification/licensure examinations that may be available or a requirement of their field of study.

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: Dental Assistant, Nursing, Medical Laboratory Science, Physical Therapist Assistant, Phlebotomy Technician, Legal Studies (e.g., paralegal, forensics, criminal justice 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.

Interview
All applicants must have a personal interview with Brookline College admissions representative. During this interview, a potential student's eligibility is confirmed, and career goals are discussed, identified, and matched with potential educational objectives.

Non-Degree Seeking (NDS) Students
Occasionally an individual wish to take single courses at Brookline College without seeking admission as a student desiring to pursue a degree or diploma objective. Such students may enroll for single courses as ‘Non-Degree Seeking’ (NDS) students, provided they hold a high school diploma or GED and meet all of the required Admission policies listed in the College Catalog.

Such non-degree seeking students are not eligible for any form of financial assistance. They must comply with all policies and procedures contained in the College Catalog. Re-enrollment as a non-degree seeking student may be denied if the student’s GPA falls below 2.0. A maximum of 12 semester credits taken as a non-degree seeking student may be applied toward a Brookline College degree or diploma, however taking courses as a non-degree seeking student does not constitute admission to a program or imply later, applicability of those courses toward a degree or diploma. See Credit for Previous Education section of the College Catalog for transfer credit policies.

Tuition charges for non-degree seeking students are based on total credit hours. All tuition and fees must be paid in full within the add/drop period. Cost per credit is $400, up to 12 semester credits, plus fees and materials.

Admittance Requirements for International Students
Brookline College is approved and authorized to accept international students by United States Department of Homeland Security (DHS) through the Student and Exchange Visitor Program (SEVP). The following campuses have been approved to admit international students:

- Phoenix, AZ
- Albuquerque, NM

**To be accepted into the BSN/BDG on-site nursing program, the applicant must be a permanent resident of the United States.
International students must complete an international admissions application to be considered for enrollment. In addition, international students must provide all documents required by DHS and Brookline College and meet any admittance requirements as stated, herein, the College Catalog:

**Visa and Immigrant Documentation**
International students must provide the Designated School Official (DSO) with the following documents at the time of enrollment (prior to start):
- Form I-20
- International Student Visa (F-1 or M-1)
- Passport
- Form I-94

**Proof of English Language Proficiency**
All international student applicants must provide Brookline College with proof of English language skills to pursue enrollment with the College. International students can either: a) provide, in the 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 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 international 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 international student is applying.

If the native language of the international 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 limit to the 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.

**Financial Affidavit or Proof of Financial Support**
International students must provide proof of financial support or financial affidavit that tuition and living expense can be covered. The following are acceptable proofs:
- Bank statements or letters from sponsors showing said evidence that tuition can be covered including living expenses for a minimum of one (1) year.
- Completed financial affidavit signed by the prospective international student and sponsor(s).

**Proof of High School or Secondary School Graduation**
For information refer to Eligibility section under Admittance Requirements policy found in the College Catalog.

**Transfer of Credits from Postsecondary School**
International students requesting transfer of credits from a postsecondary school must have official transcript evaluated and translated (if applicable) from a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE).

**Benefits for Military Students and Family**
Brookline College offers a great reduction in tuition to military, members, veterans, and dependents. A reduced cost per credit has been set up for those students that meet the criteria of military or veteran affairs.

*Students enrolling into an Undergraduate degree receive a 20% reduction in tuition. Technology fees and other fees are not included in the tuition pricing.*

*This tuition benefit does not apply to the following programs:
  - Bachelor of Science in Nursing*
- Bachelor of Science in Nursing for Baccalaureate Degree Graduates
- RN to Bachelor of Science in Nursing
- Master of Science in Nursing
- Master of Science in Nursing - Health Systems Administration
- Diploma and certificate programs

Students are required to submit proof of military service by one of the following documents:

- Letter from Commanding Officer
- DD-214 (Discharge of Duties)
- VA Letter Certifying Military Service
- Benefit Documentation (TA form, COE, VA from 1905)
- Copy of Military Orders
- Military Transcripts

**Tuition Benefits**
Tuition Benefits - whether military, employee partnership, corporate partnership, or other discount – cannot be used in conjunction with any other institutional tuition benefit.
Program Specific Requirements

Some programs may require licensure and/or certification for employment. Registration or certification requirements for taking and passing exams 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 exams, regardless of their eligibility status upon enrollment.

The following programs are non-competency-based programs. These programs are meant to improve opportunities for individuals by providing graduates with a well-rounded curriculum that introduces them to general education and management theories to assist in their career advancement.

- Associate of Science – Allied Health
- Associate of Science – Business
- Associate of Science – Health Information Technology
- Associate of Science – Paralegal Studies
- Associate of Science – Criminal Justice
- Bachelor of Science – Criminal Justice
- Bachelor of Science – Health Care Administration
- Bachelor of Science – Management

Associate of Science in Physical Therapist Assistant

In order to progress from semester to semester in the Physical Therapist Assistant program, students must complete and pass all coursework in all prior semesters (unless approved by the Program Director or Director of Education due to extenuating circumstances). Additionally, the following requirements must be met:

1. All skills assessments must be passed in 2 attempts, with a third attempt approved upon discretion of the Program Director.
2. All skills assessments within a course must be passed in order for the student to progress to the practical examination at the conclusion of the lab course.
3. All skills assessments and practical examinations must be passed in order for the student to progress to the next semester within the PTA technical courses.

Due to the nature of the program, failed courses may not be repeatable for significant periods of time. Failing or withdrawing from a course may alter a student’s graduation date.

Associate of Science in Medical Laboratory Technician

In order to progress from semester to semester in the Medical Laboratory Technician program, students must complete and pass all coursework in all prior semesters (unless approved by the Program Director or Director of Education due to extenuating circumstances).

Due to the nature of the program, failed courses may not be repeatable for significant periods of time. Failing or withdrawing from a course may alter a student’s graduation date.

Bachelor of Science in Medical Laboratory Science

In order to progress from semester to semester in the Medical Laboratory Science program, students must complete and pass all coursework in all prior semester (unless approved by Program Director or Director of Education due to extenuating circumstances.)

Due to the nature of the program, failed courses may not be repeatable for significant periods of time. Failing or withdrawing from a course may alter a student’s graduation date.
**Associate of Science in Surgical Technology**

In order to progress from semester to semester in the Surgical Technology program, students must complete and pass all coursework in all prior semesters (unless approved by the Program Director or Director of Education due to extenuating circumstances).

Due to the nature of the program, failed courses may not be repeatable for significant periods of time. Failing or withdrawing from a course may alter a student’s graduation date.

**Bachelor of Science in 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). 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. Refer to the Academic Progression policy in the Nursing Program Handbook for specifics regarding re-entry and retake waitlist policies and scheduling.

In addition, students in this program must complete a background check with clear results prior to beginning nursing core clinical courses annually.

**Vaccinations**

All Allied Health* students will be required to demonstrate satisfactory completion of vaccinations as required by the externship/practicum/clinical sites. Brookline College will pay for the vaccinations listed below if needed by the student in order to attend and complete their externship/practicum/clinical:

- Two MMR vaccinations in a lifetime.
- Two Varicella (chicken pox) Vaccinations (or a positive blood titer).
- Tetanus vaccine less than 10 years old.
- At least the first two injections of the Hepatitis B Series
- Negative PPD (TB) or a negative chest X-ray done within the past YEAR.

*with the exception of Medical Insurance Billing and Coding students, unless required by externship site.

If a student has had a positive TB skin test and requires an annual chest X-ray, the expenses associated with this will not be covered by Brookline College. If a student has met the requirements listed above prior to enrollment, they will be required to bring the vaccination records to their Program Director or designee for verification. Brookline College will provide each student with the needed forms to complete the vaccination process. If a student desires to go to a private clinic or other facility, it will be at the expense of the student.

The Program Directors will provide a vaccination voucher to the students in the second week of the first module/semester. The vaccination voucher will be completed in the second week of their first module or semester; with the exception of Surgical Technology students who will be completed in their third module. If a student enters the program in another module or semester, it will be completed in the second week of their first scheduled module/semester.

Evidence of required vaccinations must be submitted prior to the student entering an externship or module/semester that has invasive medical procedures scheduled. Students will not be allowed to participate in the laboratory portion of a module/semester until all required vaccinations are on file with Brookline College. All vaccinations must be completed by the end of the second module/semester, with the exception of Surgical Technology students who will be completed in their third module.

If a student is or becomes pregnant, she must obtain and present to the Program Director a written release from a qualified medical practitioner, which states clearly that the student is eligible to participate in all laboratory or externship activities. This policy applies to any on-site laboratory activities and off-site practicum/externship activities.

**Requirements for Graduation**

In order to graduate, undergraduate students must meet the following criteria:

1. Achieve a cumulative GPA of 2.0 or higher
2. Met all specific program requirements as listed in the academic catalog
In order to graduate, Bachelor of Science in Nursing students must meet the following criteria:
1. Achieve a cumulative GPA of 2.0 or higher
2. Met all specific program requirements as listed in the academic catalog
3. Attend all required workshops and review sessions/courses

To meet the criteria for the award of a Bachelor of Science in Nursing degree (RN to BSN program), students must complete the following:
1. Achieve a cumulative GPA of 2.0 or higher
2. Meet all specific program requirements as listed in the Academic Catalog
3. Attend all required workshops and review sessions/courses

Undergraduate students that have met all requirements for graduation and have earned a cumulative grade point average of 3.5 or higher will graduate with honors.

*Note: Prior to receiving an official transcript, diploma, or degree all institutional indebtedness must be satisfied.*
Academic policies apply to residential and online delivery modes except as indicated. Brookline College reserves the right to change these policies as needed in the course of business.

Academic Integrity
Brookline College requires all students, faculty and staff to conduct themselves and produce academic work in an ethical manner. Students are expected to conduct themselves at all times with the highest academic standards.

Policy Statements
1. Brookline College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes.
2. Student interruptions in program schedules may result in a delay of graduation.
3. Brookline College credits are not automatically transferable to other schools (see Credit Transfer to Another School).
4. All programs may not be available at all locations (see Undergraduate Programs - Tuition and Fees).
5. Brookline College reserves the right to cancel programs of study, modes of delivery, or individual courses as it deems necessary.

Plagiarism and Consequence of Violating College Anti-Plagiarism Policies
Plagiarism is typically defined as the use of another person’s or a group’s words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one’s own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person’s idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person’s spoken or written words
4. Paraphrases of another person’s spoken or written words
5. Another person’s data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person’s computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless; it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Brookline College. The penalties for these offenses are as follows (non-nursing programs only):

- First offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points.
- Second offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student may not repeat the assignment.
- Third offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course.
- Any further offense: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course and may be suspended from the college for a period of six (6) months.
- Any further offense upon students return from suspension: Student receives a “0” on the assignment or test along with coaching and counseling from the course instructor. Documentation is completed and placed in the student file. The student is awarded a grade of "F" for the course and may be expelled from the college without the option to return.
Students in the Nursing programs will follow the penalties listed below:

- First offense (in cases of lack of knowledge determined by leadership and faculty with investigation: Student receives a Student Nurse Action Plan form, coaching and counseling, and completes the Code of Conduct Reflection form. Additionally, the student must correct the errors. The score is decided upon determining what was plagiarized. For ex: if APA violation, then the student loses the points for APA in addition to any other grading infractions.

- First offense (in cases of knowledge, but error included copying another’s work, using group effort for one’s own work). Student receives a “0” on the assignment or test coaching and counseling from the course instructor and a Student Nurse Action Plan (SNAP) Form (located in Appendix 1) is completed and placed in the student file. The student is allowed to repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points. If paper was copied knowingly, a 0 is given.

- Second offense: Student fails the course in addition to coaching and counseling from the course instruction and a Student Nurse Action Plan (SNAP) Form is completed and placed in the student file. The student receives a grade of zero for the assignment.

- Third offense: Student receives coaching and counseling from the course instruction and a Student Nurse Action Plan (SNAP) From an “F” for the course.

- Any further offense: Student receives coaching and counseling from the course instruction and a Student Nurse Action Plan (SNAP) From an “F” for the course and may be expelled from the college

Copyright and the Consequences of Copyright Infringement
Students, faculty, and staff must also be cognizant of and avoid copyright infringement. Copyright infringement is using someone else’s ideas or material, which may include a song, a video, a movie clip, a piece of visual art, a photograph, and other creative works, without authorization or compensation, if compensation is appropriate. The use of copyright material without permission is against federal law, and penalties may include fines and/or imprisonment.

File Sharing and Violation of Prohibiting File Sharing Practices
As a consequence of expanded availability of digitized files and computing, peer-to-peer file sharing has become common place. However, making copyrighted material available to others through the use of file sharing networks (e.g., Shareaza, Kazaa, BitTorrent, eMule, or the like) is also prohibited by Brookline College and is considered copyright infringement. In addition to the aforementioned potential for federal penalties, Brookline College reserves the right to revoke the Information Technology privileges of those using or contributing to the use of file sharing networks to either access or provide use of or access to copyright material.

Academic Success Advising
Academic success advising will be initiated by the Program Directors, Dean, Director of Education, Student Services and/or the Campus Director if satisfactory progress is not being made. Advising may also be initiated by individual instructors or requested by the student. Student are urged to seek advising when academic concerns arise. All advising is conducted confidentially unless directed otherwise by the student or required by Brookline College staff. Advising sessions and documentation will be treated in accord with the College’s FERPA policy.

Definitions
Grading periods are defined within each program. Brookline College defines an Academic Year as a minimum of 30 weeks and 24 semester credits.

Semester credit definitions are as follows:
15 hours lecture = 1 semester credit hour
30 hours lab = 1 semester credit hour
45 hours clinical = 1 semester credit hour

Contact hours are defined as follows:
50 minutes of instruction = 1 contact hour

Student Status
12 credits or more per semester/payment period= Full time student
Fewer than 12 credits per semester/pay period= Less than full time student
Instructional methods may include one or more of the following: lecture, case studies, skills demonstration, software exercises, role-play, brainstorming, problem-solving, research projects.

For **degree programs**, students will be required to spend a minimum of two (2) hours on out-of-class work for everyone (1) hour spent in the lecture portion of each class. Out-of-class work may include but is not limited to: reading assignments, library research and other types of assigned “homework” or projects. Course-specific details are outlined on the syllabus and topical outline for each course.

For **diploma programs**, students will be required to participate in in-class activities as well as complete out-of-class work. In-class work may include, but is not limited to, scheduled meeting times devoted to: lecture, laboratory/clinical skills practice, demonstrations and hands-on practice. Course-specific details are outlined on the syllabus and topical outline for each course.

**Course Numbering System and Sequence**

- Allied Health Diploma programs are comprised of Modules.
- Dental Assistant Diploma program is comprised of 100-level courses.
- 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).
- 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.

**Add/Drop Period**

For all programs, the add/drop period is defined as the first week of the semester (ending Sunday midnight). All schedule changes for the full semester must occur during the add/drop period, which is defined as the first full week of the semester. During this period, students may add or drop classes, but may not withdraw from school without penalty. New students may be admitted during this period provided they attend at least one scheduled class during the add/drop period. Students will not be enrolled after the add/drop period. A student may be permitted to start after the add/drop period if documented mitigating circumstances exist; however, this occurs only at the discretion of and requires permission from the Campus Director. If a student in their first semester of enrollment posts attendance during the add/drop period but does not attend their classes in the second week of the semester, their enrollment will be canceled.

**Residential Attendance Policy and Make Up Work Policy for Non-Nursing Students**

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. Make up work is only allowed under mitigating circumstances, such as, military service, death of an immediate family member, or serious illness. All mitigating circumstances must be documented, and documentation must be provided to the Director of Education or Campus Director for approval. A student who does not attend at least 75% of the scheduled class hours will be deducted 10% from the final course grade. A student who does not attend at least 65% of the scheduled class hours will deducted 15% from the final course grade.

Students enrolled in the Surgical Technology program that miss more than 9 scheduled class sessions will automatically receive a one letter grade reduction. This grade reduction can only occur once per course.

Students enrolled in the Medical Laboratory Technician and Medical Laboratory Science programs will follow program specific policies as outlined in the programmatic student handbooks.

Students enrolled in the Physical Therapist Assistant program will follow program specific policies as outlined in the programmatic student handbooks.
The 65% and 75% attendance policy does not apply to externship, practicum or clinical courses. Students attending these courses must meet the required externship, practicum or clinical hours as defined by the college catalog. A student cannot successfully complete or receive a passing grade in these courses without having attended all hours required.

Residential Attendance Policy for Nursing Students
Students are expected to attend all scheduled class sessions. 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. Specific attendance requirements for courses and course components are published in the Nursing Program Handbook.

Not Scheduled Time Off (NSTO) 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.

Leave of Absence (LOA) and Not Scheduled Time Off (NSTO)
Under no circumstances will a student be allowed to exceed 180 days on LOA and NSTO combined during any 12-month period. The 12-month period begins on the first day of the student’s LOA or NSTO status and is counted using calendar days.

Non-Nursing Reentry/Reenroll
A reentry is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in the same program within 12 months of their last date of attendance. A reenroll is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in the same program outside of 12 months of their last date of attendance or who resume their studies in a new program regardless of their last date of attendance.

Students who withdraw or are terminated by the institution may apply for reentry/reenrollment only once. One additional reentry/reenrollment may be sought at the discretion of management, if an extenuating circumstance exists. If the student has graduated a previous enrollment, used a reentry or reenrollment, the student may use one additional reentry or reenrollment in the new enrollment with the approval of management.

Students seeking to reapply must wait until the next available term start and the student must submit a formal written application. Students requesting reentry/reenrollment must meet Satisfactory Academic Progress Standards (refer to the Institutional Policies section). A student who returns to the College after being a withdrawn student, will have their
Satisfactory Academic Progress evaluated prior to their return. From that point forward, the student will be evaluated at
the intervals outlined in the Satisfactory Academic Progress policy.

In addition, the student is responsible for resolving any outstanding balance owed to the college prior to readmission. A
student who has previously withdrawn or whose enrollment was terminated by the institution must reenter under
current program curriculum, policies, pricing structure, and meet any other enrollment criteria when requesting
readmission.

Students who meet the Brookline College reentry/reenrollment requirements will be eligible for classes on the basis of
course availability.

Nursing Reentry
A reentry is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in
the same program within 12 months of their last date of attendance. A reenroll is defined as a student who withdraws or
is terminated by the institution and wishes to resume their studies in the same program outside of 12 months of their
last date of attendance or who resume their studies in a new program regardless of their last date of attendance.

Students who withdraw or are terminated by the institution may apply for reentry/reenrollment. Nursing students may
attempt to reenter/reenroll into the nursing program twice; however, with management approval, reentry/reenrollment
may be granted additional times when mitigating circumstances exist.

Students seeking to reapply must wait until the next available term start and the student must submit a formal written
application. Students requesting reentry/reenrollment must meet Satisfactory Academic Progress Standards (refer to the
Institutional Policies section). A student who returns to the College after being a withdrawn student, will have their
Satisfactory Academic Progress evaluated prior to their return. From that point forward, the student will be evaluated at
the intervals outlined in the Satisfactory Academic Progress policy.

In addition, the student is responsible for resolving any outstanding balance owed to the college prior to readmission. A
student who has previously withdrawn or whose enrollment was terminated by the institution must reenter under
current program curriculum, policies, pricing structure, and meet any other enrollment criteria when requesting
readmission.

A previously dismissed student who wants to apply for re-entry must complete the Request for Reentry/Reenrollment
Form. The Dean of Nursing will review documents and complete an interview with the applicant and complete the
Request Denial/Acceptance Form in addition to an Academic Success Plan. Factors for academic success are evaluated in
the decision-making process. Notification of SAP status is addressed at time of reentry. Reasons why a student may not
be accepted for Reentry/Reenrollment include: violent behavior, substance use, or previous failed reentry/reenrollment.

Externships/Practice/Clinicals
Brookline College offers day and evening educational services Monday through Saturday. Externships/practica/clinical
experiences may be scheduled to meet any day, Monday through Sunday based upon site assignment. Externships and
practica are typically only scheduled during the day. Evening and/or weekend externs/practica are not typically available
or scheduled. Externships/practica/clinicals are scheduled to meet on at least a weekly basis, has an assigned instructor,
and is directly supervised by Brookline College. Externship must be unpaid.

Arrangements for externships/practica/clinicals may also be made such that the student will be required to commute in
excess of three (3) hours each way. In extreme circumstances, the student may be required to commute up to five (5)
hours each way. Brookline College is not responsible for housing costs, transportation costs, such as gas, mileage, meals,
and/or other fees that might be associated with the student completing the required externship/practicum/clinical.
Because they are developed and scheduled as part of the academic program, externships/practica/clinicals are arranged
and scheduled by the college. Students are expected to attend as scheduled by the college or assigned site. Any
questions should be directed to the Program Director, Director of Education, or Dean of Nursing.

If a student is dropped from externship/practicum/clinical for unprofessional conduct, the student may be dismissed
from Brookline College. In some cases, students may be removed from sites and, if available, placed at a second
externship/practicum/clinical. Any previously completed externship/practicum/clinical contact hours may need to be
repeated at the new site. A retake fee may be charged for failing the first externship/practicum/clinical site.
**Excessive Absences**

Attending class regularly is critical to the successful completion of courses, and therefore, 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. Students should notify the instructor in advance, if possible, of any anticipated absences. Prior arrangements must be made with each instructor to complete work in advance or arrange makeup work. Students are responsible for communicating with the instructor to make up any missed work due to absence. Missed work may be made up at the instructor’s discretion and in accordance with Brookline College policies. In addition, students enrolled in Externship, Practicum, or Clinical courses must meet the required hours as defined by the college catalog to receive a passing grade.

Nursing student attendance requirements are published in the Nursing Program Handbook.

After fourteen consecutive days of absence in all classes including externships/practica/clinicals, a student may be withdrawn from the College. If a student is enrolled in multiple courses, attends in one course but fails to attend the others, they may 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.

**Tardiness**

Brookline College encourages students to develop habits that are necessary to be successful in an employment setting. Punctuality is therefore emphasized. Excessive tardiness may result in poor grades, which may subsequently lead to probation, loss of financial aid and/or termination from the College.

**Attendance Records**

Official attendance records are maintained for each class by student. These records become a permanent part of each student’s academic database record. As required by Federal Regulation (34 CFR 668.24) Brookline College maintains all student records for a minimum of five years from the last award year that aid was disbursed after the student is no longer enrolled.

**Grading /Assessment 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 Associate of Science in Physical Therapist Assistant, 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>Grade</td>
<td>Percentage</td>
<td>Rating</td>
<td>Grade Point Value</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>-----------------------------</td>
<td>------------------</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>AU</td>
<td>None</td>
<td>Audited Course</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>Repeated</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>None</td>
<td>Withdrawal/Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>Transfer Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>Test Out</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*For Allied Health, Health Care, Paralegal, Criminal Justice, Forensics and Investigation, and Medical Laboratory Science and Technician 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.

**Associate of Science Physical Therapist Assistant Program Grading System**

The PTA program uses different grading systems for PTA courses, general education courses. Because of the critical nature of the work and employment standards, the PTA program uses 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>75-79%</td>
<td>Average (PTA Courses)</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average (General Education)</td>
<td>2.0</td>
</tr>
<tr>
<td>D*</td>
<td>60-69%</td>
<td>Failing (General Education)</td>
<td>0.0</td>
</tr>
</tbody>
</table>
### Grade System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Rating</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>0-74%</td>
<td>Failing (PTA Courses)</td>
<td>0.0</td>
</tr>
<tr>
<td>AU</td>
<td>None</td>
<td>Audited Course</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>Repeated</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>None</td>
<td>Withdrawal/Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>Transfer Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>Test Out</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*In the PTA program, a grade of less than “C^-” (75-79%) in any PTA course is considered unsatisfactory, and the course must be repeated. A grade of less than “C” (70-79%) in courses designated as General Education is considered unsatisfactory, and the course must be repeated.*

** Based on student circumstances a grade of W may be awarded instead of a WF at the discretion of the Chief Academic Officer.

Students will receive notification in writing from the Registrar when any academic sanction is imposed. The letter will identify the cause of the sanction and specify any action to be taken on the part of the student. Students may be required to participate in remediation activities at the recommendation of faculty, Academic Coordinator of Clinical Education or Program Director.

### Bachelor of Science in Nursing Programs Grading System

The Bachelor’s-level nursing programs (BSN) use different grading systems for nursing courses, general education courses and courses designated as Additional Course Requirements 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>Grade</td>
<td>Percentage</td>
<td>Rating</td>
<td>Grade Point Value</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>--------</td>
<td>-------------------</td>
</tr>
<tr>
<td>C^</td>
<td>77-79%</td>
<td>Average (Nursing Courses)</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average (General Education and Additional Course Requirements Courses)</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-76%</td>
<td>Failing</td>
<td>1.0</td>
</tr>
<tr>
<td>D*</td>
<td>60-69%</td>
<td>Failing (General Education and Additional Course Requirements Courses)</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>Any</td>
<td>Failing (did not meet additional course requirements)</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>AU</td>
<td>None</td>
<td>Audited Course</td>
<td>N/A</td>
</tr>
<tr>
<td>NP</td>
<td>None</td>
<td>No Pass**</td>
<td>N/A</td>
</tr>
<tr>
<td>P</td>
<td>None</td>
<td>Pass**</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>None</td>
<td>Repeated</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>None</td>
<td>Withdrawal/Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>None</td>
<td>Transfer Credit</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>Test Out</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*In the BSN programs, a grade of less than “C^” (77-79%) in any nursing course is considered unsatisfactory, and the course must be repeated. A grade of less than “C” (70-79%) in courses designated as General Education or Additional Course Requirements is considered unsatisfactory, and the course must be repeated.*
**In courses designated as “pass (P)/no pass (NP)”, students must meet all stated course requirements to receive credit or a passing grade. Pass/no pass grades are calculated into credit hours attempted, however, grade points are not awarded and therefore have no effect on the student’s cumulative grade point average.**

**Based on student circumstances a grade of W may be awarded instead of a WF at the discretion of the Dean or Chief Academic Officer.**

All Programs

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 for the purposes of determining Satisfactory Academic Progress and will not have any point value.

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. Non-nursing students will have an additional fourteen (14) calendar days from the scheduled end of the course to submit all outstanding assignments and satisfy the Contract for Success. Nursing Students may be granted up to eight (8) weeks to complete course requirements. Granting of a Contract for Success in any course is the discretion of the instructor for that course. 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. “NP” and “P” are used in courses designated as “pass (P)/no pass (NP)”. Students must meet all stated course requirements to receive credit or a passing grade. Pass/no pass grades are calculated into credit hours attempted, however, grade points are not awarded and therefore have no effect on the student’s cumulative grade point average. “NA” designates a course for which a student was scheduled but did not attempt. This grade is not calculated into credit hours attempted and grade points are not awarded. Therefore, the “NA” grade has no effect on the student’s cumulative grade point average.

Course Repetitions and Withdrawals

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 is changed to “R” which is used to denote a repeated class and will not count in the calculation of the student’s CGPA. The credits attempted in both courses will be considered calculated credits hours attempted for the purpose of determining Satisfactory Academic Progress (SAP).

For students enrolled in an allied health modular program for the first time, one retake will be allowed at no additional charge. Students who graduate from an allied health modular program and enroll into another allied health modular program will be allowed one retake at no additional charge in each concurrent enrollment. If a student withdraws or is terminated from their original program and enters another allied health modular program, the student is not eligible for a free retake in their program. 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 will be billed to the student’s account. If the retakes cannot be covered with Title IV funds, the student is responsible for making payment arrangements. 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 the College, the student may also be withdrawn. Financial obligations are based on the last date of attendance per agreement signed by the student and Brookline College.

Nursing Students: Scheduling course repetitions due to failure or course withdrawal will be done in accordance with waitlist and ranking practices published in the Nursing Program Handbook, under “Academic Progression”.

Make-up Policy
For questions about the make-up policy, please refer to your course syllabus or course instructor.

Foundation Courses
Brookline College also offers two zero-credit foundation courses- EN 074 English and MH 098 Math- that provide students with the opportunity to refresh or improve their basic skills in mathematics, reading and writing.

EN 074 and MH 098 may each be repeated once and are only offered in the online platform. These courses carry no credit toward an associate or bachelor degree and do not 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.

Transfer Credit Policy

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. ACE College Credit Courses, such as Straighterline
4. Review of ACE College Credit Recommendation Service Transcript.
5. 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 must be submitted with the transcript 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 “C” (2.0) or higher is required to be considered for transfer credit into Diploma, Associate and Bachelor programs. A grade of “B” (3.0) or higher is required to be considered for transfer into a Graduate-level program. In addition, remedial/developmental 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. Brookline College does not accept advanced placement and/or credit for experiential learning.
5. ACE (approved military training and service) Recommendation - An ACE transcript.
6. Non-general education/core concentration courses completed greater than five (5) 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.
8. Phoenix Pre-Licensure BSN Applicants with a Baccalaureate or higher degree must provide official transcripts listing 36 General Education Credits were earned with minimum grades of “C – 2.0”, as well as conferral of a Baccalaureate or higher degree. Direct course equivalency and timeframe requirements will be waived for Baccalaureate Degree holders. Additional credit for specifically required courses may also be awarded, as follows:
   i. Required General Education Courses, Human Growth & Development and Statistics: Will be awarded if credit for an equivalent course was earned with a minimum grade of “C/2.0”.
   ii. Clinical Pre-Requisites, Anatomy & Physiology I, Anatomy & Physiology II, and Introduction to Microbiology: Will be awarded if credit for an equivalent course was earned with a minimum grade of “C/2.0” within 5 years of the student’s start date.
   iii. Clinical Co-Requisite, Pathophysiology: Will be awarded if credit for an equivalent course was earned with a minimum grade of “C/2.0” within 5 years of the student’s start date.

Official Transcripts must be provided during add/drop week. Until then, unofficial transcripts may be used to determine Program of Study.

9. Albuquerque BSN for Baccalaureate Degree Graduates:

Official Transcript Documentation must be presented prior to the end of the add/drop period. Until this time, unofficial transcripts can be used to determine the program of study. Documentation must show that the student earned at least a grade of “C” or better in the following pre-requisite courses prior to entering nursing concentration clinical courses. Applicants must be eligible to receive transfer credit for the following pre-requisite credit blocks:

1. PRQ 177 – 15 Credit Block for Program Course Prerequisites: Anatomy and physiology (two courses within 5 years), carrying a minimum of 6 semester credits; microbiology (within 5 years), a minimum of 3 semester credits; developmental or lifespan psychology, a minimum of 3 semester credits; statistics (in any field of study), a minimum of 3 semester credits. All courses must have been completed with a minimum grade of “C/2.0”.

2. PRQ 277 – 36 Credit Block for General Education courses: 36 General Education credits earned with minimum grades of “C/2.0”

Additional credit for Pathophysiology may be awarded for an equivalent course passed with a minimum grade of “C/2.0” within 5 years of the student’s start date.

10. Post-Licensure BSN:

Bachelor of Science in Nursing (RN to BSN) applicants must be eligible to receive transfer credit for the following:

a) PRQ RN to BSN 177 – 15 Credit Block for Program Course Prerequisites: Anatomy and physiology, carrying a minimum of 6 semester credits; microbiology a minimum of 3 semester credits; developmental or lifespan psychology, a minimum of 3 semester credits; math, a minimum of 3 semester credits. All courses must have been completed with a minimum grade of “C/2.0”. Students are required to complete 15 credits of electives in this program. Students who have not completed a statistics course will be required to complete QN 220 statistics course as an elective prior to completion of the program, based on programs requiring undergraduate statistics courses. Students may take the 3.0 credit healthcare statistics and research (5-week course) as an elective after a statistics course has been completed.

b) PRQ 276 Transfer Credits from Associate Program: 39 credits Nursing Concentration courses
c) Additional General Education courses may also be considered for transfer credit, regardless of the timeframe.

d) Credit for Program Concentration Courses will not be awarded.

11. All Nursing: Transfer Credit for NUR pre-fix courses will generally not be accepted.

Process for Evaluation:

1. A Student may submit an official or unofficial transcript to the registrar and request that they be reviewed for transfer of credit
   a. Additional documentation (e.g., course descriptions and/or syllabi) must be included with the transcripts provided to the registrar
2. The registrar will provide transcripts to the Director of Education, Associate Director of Education, Program Director, or Dean depending upon the appropriate subject matter expert
3. The Director of Education, Associate Director of Education, Program Director, or Dean will have transcripts reviewed and determine the transfer of credit to be awarded, if appropriate, and returned to the registrar within 48 hours
   a. If a determination cannot be made immediately, the subject matter expert will notify the registrar of any additional documentation needed to make a final decision
4. The registrar will officially inform the student of the transfer of credit decision the day that it is received from the subject matter expert and will remind the student of the need for official transcripts if these were not previously provided
5. The registrar will notify admissions and financial aid of the decision
6. Official transcripts are due by the end of the student’s first semester with the school- transfer credit cannot be awarded without official transcripts on file

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 coursework completed at Brookline College. Brookline College does not, in any way, imply or guarantee credits may transfer.

Transferring Credits within Brookline College
Courses previously completed at Brookline College will be evaluated as all other course work if a student re-enrolls or transfers into a new program of study. In the case where a program has changed, previously completed coursework will be required to undergo the transfer of credit process (see Credit for Previous Education) for applicability to current program requirements, and general education courses that were successfully completed and passed at Brookline College, under the grading criteria, will be considered for transfer credit in the new program. Exceptions may be made by the Chief Academic Officer as needed. Courses shared between programs will be associated to the student’s new program of study. In either scenario, a student will resume their studies under the same SAP status as when they left their original program of study. Credits deemed eligible for transfer of credit will be reflected on the student’s Brookline College transcript (see Credit for Previous Education). The number of weeks in the new program and ‘official’ program length may be influenced due to the transferred courses. Transfer credit may also impact the student’s schedule.

Transferred courses and grades are not calculated in the GPA (see Credit for Previous Educational Training). Transferred credits will affect the applicant’s maximum time frame for satisfactory academic progress and completion percentage. (See Satisfactory Academic Progress (SAP) Statement). Associated courses are calculated in the GPA and Rate of Progression calculations.

Timeline
All awards of transfer of credit must be finalized by the end of the student’s first semester. If the College does not receive official transcripts prior to the start of class and the student is 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 based on the student receiving
credit for the course (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 ensure that the College receives all official transcripts and documentation (e.g., course descriptions and/or syllabi) supporting their transfer of credit request. All official transcripts should be delivered to the Office of the Registrar at the campus the student wishes to attend. 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 of Transfer Credit
Student appeals of credit transfer decisions should follow the Brookline College appeals procedure outlined in this catalog under Institutional Policies.

Residency Requirements
At a minimum, for all undergraduate and graduate level programs**, no fewer than 50% of the credits required in the program of study must be earned in residence at Brookline College. Only 50% of the credits required in the program of study can be met through transfer credit.

**The RN to Bachelor of Science in Nursing, and the Bachelor of Science in Medical Laboratory Science programs have a different residency requirement. These programs require that 25% of the credits required in the program of study must be earned in residence at the Brookline College campus that is conferring the degree.

**The Associate of Science in Allied Health, the Associate of Science in Health Information Technology, the Associate of Science in Surgical Technology, programs have a different residency requirement. Graduates of a Brookline College diploma program are required to complete 25% of the credits required in the program of study in residence at the Brookline College campus that is conferring the degree. Students who did not attend and complete a program at Brookline College, must complete 50% of the credits required in the program of study in residence at the Brookline College campus that is conferring the degree.

Audit/Refresher Coursework
Auditing a Course
Current students who are midway through their program and former graduates may be allowed to audit a course that they have successfully completed. While auditing a course a student is not attempting credits, nor will a Grade Point Value be calculated. An “AU” grade will indicate the student’s participation in an audit course. Course audits may occur as a consequence of an interruption in the program and to allow for student remediation.

A student’s request to audit may be granted as space allows with the approval of an academic administrator. All school policies are applicable to students while auditing a course. Students are required to attend in accordance with the attendance policy and are expected to participate although the course will not impact their GPA. No more than 2 course audits may be granted within a program of study.

Students requesting to audit a course are required to purchase their own textbook(s), scrubs, and other course materials needed for the audit course. Also, depending on the course being audited, a student may need to complete blood borne pathogens and OSHA training and provide proof before attending an audit course. Although there are no tuition charges associated with auditing a course, any change in a student’s schedule has the potential to impact financial aid. Students are required to meet with a member of the Financial Aid department prior to submitting a formal audit request to the Registrar. In addition to completing the formal audit request form, a former graduate must also complete the Waiver of Liability form.

Program, Schedule, and Campus Change
Students may request a program and/or schedule change through the Office of the Registrar. Program changes may not occur more than one time per academic year and each program change requires a new enrollment agreement to be signed.
Students may request a campus transfer to another Brookline College Campus. The request must be made through the Office of the Registrar at the “Home” institution (campus of initial enrollment) to begin the process. Final acceptance into the transfer campus will be made by the Directors of Education or designees at both the “Home” and transfer campuses. Campus changes may not occur more than one time in a student’s program of study (unless required to maintain compliance with the distance education consortium agreement policy). Students must sign the campus transfer addendum and change of status form.

Transcripts and Diplomas

Transcripts: Students are entitled to receive official transcripts upon their request. The first 2 transcript requests are complimentary. Each subsequent request will be charged $10 per transcript. A transcript request will not be processed for a student who is financially delinquent to Brookline College. That is, an official transcript will not be issued until all financial obligations to the institution have been met. The financial delinquency provision does not apply in the case of Health Care program completers who are taking the State Board exam may have an official transcript sent to the State Board.

Diplomas: One diploma will be issued at no cost to each student who has met all financial and academic obligations required of Brookline College. A fee of $10 will be assessed for each replacement diploma. A diploma request will not be processed until all financial obligations to the institution have been met.
Certificate Programs

Below is a list of certificate programs and the locations in which they are available:

- Certificate – Nursing Assistant
  - Phoenix - residential

Certificate – Nursing Assistant

146 CONTACT HOURS - 5 WEEKS

The purpose of the Brookline Nursing Assistant program is to provide individuals with an educational program leading to an entry-level position in the field of health care. The on-campus courses in our Nursing Assistant program provide students with the requisite theory and skills to become competent, safe nursing assistants. The program meets or exceeds all requirements for nursing assistant programs as identified by the Arizona State Board of Nursing. Graduates who successfully complete the program are eligible to take the Arizona State Board of Nursing certification examination for nursing assistants. The program consists of three courses, a classroom course, a laboratory course, and a clinical course totaling 146 hours. The classroom course requires 77 hours and focuses on the acquisition of foundational knowledge that is needed to provide patients with basic nursing care. The laboratory component consists of 29 hours and teaches clinical skills in a manner that allows students to apply knowledge learned in the classroom. The final course is a 40-hour clinical experience which provides students an opportunity to apply acquired knowledge and skills during hands-on experiences within an acute and/or long-term care setting.

Brookline College prepares students in the Nursing Assistant program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:

Upon completion of the Nursing Assistant certificate program, completers will be able to:

1. Describe the functions of body systems appropriate to the nursing assistant scope of practice.
2. Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and State Board of Nursing regulations.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
   - Communication and interpersonal relationships.
   - Safety and infection control.
   - Personal care procedures.
   - Vital signs.
   - Nutritional requirements and techniques.
   - Admission, transfer, and discharge procedures.
   - Exercise and activity.
   - Elimination.
   - Unsterile warm and cold applications.
   - Care to clients with special needs.
   - End of life care.
   - Care to clients with cognitive impairment.
8. Comply with privacy and confidentiality laws.
9. Demonstrate behaviors consistent with professional work ethics.
10. Adhere to the policies and procedures of clinical sites.
Residential Program Requirements

<table>
<thead>
<tr>
<th>Program Concentration– 146 Contact hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA 110 Didactic Course</td>
<td>77</td>
<td>0</td>
<td>0</td>
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<tr>
<td>NA 120 Lab Course</td>
<td>0</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>NA 130 Clinical Course</td>
<td>0</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>TOTAL</td>
<td>77</td>
<td>29</td>
<td>40</td>
</tr>
</tbody>
</table>

*Mid-way through the program, students must register to take the certification test.

Diploma Programs

Below is a list of Diploma programs and the locations in which they are available:

- Diploma – Dental Assistant
  - Phoenix - residential
  - Tempe - residential
- Diploma – Medical Assistant
  - Albuquerque - residential and blended
  - Phoenix - residential and blended
  - Tempe - residential and blended
  - Tucson - residential and blended
- Diploma – Medical Insurance Billing & Coding
  - Albuquerque - residential and blended
  - Phoenix - residential, blended and online
  - Tempe - residential and blended
  - Tucson - residential and blended
- Diploma – Patient Care Technician
  - Phoenix - residential and blended
  - Tempe - residential and blended
  - Tucson - residential and blended
  - Albuquerque – residential and blended
- Diploma – Pharmacy Technician
  - Phoenix - residential, blended and online
  - Tempe - residential and blended
  - Tucson - residential and blended
- Diploma - Phlebotomy Technician
  - Phoenix - residential and blended
  - Tucson - residential and blended
- Diploma – Sterile Processing
  - Tempe – residential and blended
  - Tucson – residential and blended
- Diploma – Surgical Technology
  - Tempe - residential
- Diploma – Medical Office Administration
  - Phoenix - residential, blended and online
  - Tempe - residential and blended
  - Tucson - residential and blended

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.

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 - Dental Assistant

31.5 CREDITS – 732.5 CONTACT 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.

Student Learning Outcomes:
Upon completion of the Dental Assistant diploma program, graduates will:

- Explain general principles of dental office administrative planning, including bookkeeping, billing, and banking procedures.
- Explain the use of various computer and software programs used in the dental office.
- Explain and demonstrate the types and use of 4-6 handed dentistry, dental hand pieces, rotary instruments, restorative and esthetic dental materials.
- Discuss and explain the clinical equipment and treatment rooms found in the dental office.
- Discuss waste management in a dental office, protection procedures that are taken when working with hazardous chemicals and bacterial contamination.
- Discuss radiation sources and explain x-ray production, benefits, principles, and controls.
- Describe the role of the dental assistant in obtaining, processing and mounting dental radiographs.
- Discuss the concept of professionalism and demonstrate the responsibilities, qualities and characteristics of a professional dental assistant.
- Discuss aspects of a professional career, including resume preparation, sources of employment, job interview skills, salary negotiations and the Americans with Disabilities Act.

Residential Program Requirements:

<table>
<thead>
<tr>
<th>Program Concentration – 31.5 Credits – 732.5 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
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<tbody>
<tr>
<td>DA 101 Anatomy, Head and Neck Anatomy, Tooth Morphology, and Pharmacology</td>
<td>4.0</td>
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<tr>
<td>DA 102 Preventative Dentistry, Microbiology, Pathology and Infection Control</td>
<td>4.0</td>
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<tr>
<td>DA 103 Dental Specialties</td>
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<tr>
<td>DA 104 Dental Office Administration, Medical Emergencies and CPR</td>
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<td>32.5</td>
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<tr>
<td>DA 105 Dental Radiography</td>
<td>4.0</td>
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<td>40</td>
<td>0</td>
</tr>
<tr>
<td>DA 106 Restorative Dentistry</td>
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<td>DA 107 Dental Materials and Laboratory Procedures</td>
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<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>DA 190 Clinical Practicum/Externship</td>
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<td>TOTAL</td>
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<td>272.5</td>
<td>280</td>
<td>180</td>
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PROGRAM PRIOR TO JUNE 3, 2019:
Diploma - Medical Assistant

31.5 CREDITS - 720 CONTACT 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.

Brookline College prepares students in the Medical Assistant diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Medical Assistant diploma program, graduates will:

- Discuss responsibilities and list personal qualities of a medical assistant.
- Demonstrate effective therapeutic communication, sensitivity to diversity, and interpersonal skills when relating to others and describe how to meet basic human needs when relating to patients and families.
- Describe and demonstrate the concepts of professionalism and patient confidentiality in a medical office.
- Demonstrate knowledge in basic clerical duties, patient reception, office safety, and equipment used in a facility. Demonstrate knowledge in appointment scheduling.
- Demonstrate knowledge and proficiency on written communications.
- Demonstrate knowledge of the components of medical records and proper documentation techniques.
- Demonstrate knowledge in and describe the preparation process of basic office examination procedures.
- Demonstrate proficiency in assisting in minor office treatments.
- Describe the concepts and importance of vital signs and demonstrate the procedure for taking vital signs.
- Describe the roles of MA in assisting with physical examinations, medical specialties, minor surgery and discuss treatments related to rehabilitations.
- Demonstrate understanding of the basic laboratory procedures and identify the different types of laboratory equipment found in a POL. Summarize and demonstrate OSHA laboratory safety regulations.
- Communicate effectively with patients regarding laboratory test preparation and specimen collection.
- Demonstrate knowledge in transporting, accessioning and processing specimens.
- Demonstrate collection procedures and discuss and demonstrate phlebotomy in the healthcare setting.
- Perform patient care techniques related to EKG testing, identify the name and function of the controls on an electrocardiograph machine, and demonstrate knowledge of the standard 12 leads and the location of their sensors.
- Demonstrate knowledge of pharmaceutical principles and the appropriate techniques for administering medications and identify commonly administered drugs, their uses and effects.
- Apply the correct pharmaceutical abbreviations and terminology and calculate dosage and administer pharmaceuticals correctly.
- Demonstrate knowledge of the legal and ethical standards related to the administration and the dispensing of drugs in the office setting under the doctor’s supervision.

Residential; Blended Program Requirements:

<table>
<thead>
<tr>
<th>Program Concentration – 31.5 Credits – 720 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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<tbody>
<tr>
<td>Module A Introduction to Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
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<tr>
<td>Module B Concepts in Healthcare</td>
<td>4</td>
<td>40</td>
<td>40</td>
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<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>
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<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>
<tr>
<td>MA Module H MA Practicum</td>
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<td>40</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>280</strong></td>
<td><strong>280</strong></td>
<td><strong>160</strong></td>
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</tbody>
</table>

*Some courses may be completed/required to be completed via the online delivery method.
PROGRAM AS OF JUNE 3, 2019:

Diploma - Medical Assistant

**27.5 CREDITS - 646 CONTACT HOURS - 34 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.

Brookline College prepares students in the Medical Assistant diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Medical Assistant diploma program, graduates will:

- Discuss responsibilities and list personal qualities of a medical assistant.
- Demonstrate effective therapeutic communication, sensitivity to diversity, and interpersonal skills when relating to others and describe how to meet basic human needs when relating to patients and families.
- Describe and demonstrate the concepts of professionalism and patient confidentiality in a medical office.
- Demonstrate knowledge in basic clerical duties, patient reception, office safety, and equipment used in a facility. Demonstrate knowledge in appointment scheduling.
- Demonstrate knowledge and proficiency on written communications.
- Demonstrate knowledge of the components of medical records and proper documentation techniques.
- Demonstrate knowledge in and describe the preparation process of basic office examination procedures.
- Demonstrate proficiency in assisting in minor office treatments.
- Describe the concepts and importance of vital signs and demonstrate the procedure for taking vital signs.
- Describe the roles of MA in assisting with physical examinations, medical specialties, minor surgery and discuss treatments related to rehabilitations.
- Demonstrate understanding of the basic laboratory procedures and identify the different types of laboratory equipment found in a POL. Summarize and demonstrate OSHA laboratory safety regulations.
- Communicate effectively with patients regarding laboratory test preparation and specimen collection.
- Demonstrate knowledge in transporting, accessioning and processing specimens.
- Demonstrate collection procedures and discuss and demonstrate phlebotomy in the healthcare setting.
- Perform patient care techniques related to EKG testing, identify the name and function of the controls on an electrocardiograph machine, and demonstrate knowledge of the standard 12 leads and the location of their sensors.
- Demonstrate knowledge of pharmaceutical principles and the appropriate techniques for administering medications and identify commonly administered drugs, their uses and effects.
- Apply the correct pharmaceutical abbreviations and terminology and calculate dosage and administer pharmaceuticals correctly.
- Demonstrate knowledge of the legal and ethical standards related to the administration and the dispensing of drugs in the office setting under the doctor’s supervision.

Residential; Blended Program Requirements-

<table>
<thead>
<tr>
<th>Program Concentration — 27.5 Credits — 646 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med A Foundations of Allied Health</td>
<td>4</td>
<td>41</td>
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<tr>
<td>Module C Medical Office Administration</td>
<td>4</td>
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<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA Module D Clinical Medical Assisting Duties</td>
<td>4</td>
<td>41</td>
<td>40</td>
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</tr>
<tr>
<td>MA Module E The Medical Laboratory</td>
<td>4</td>
<td>41</td>
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<tr>
<td>MA Module F Pharmacology</td>
<td>4</td>
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<tr>
<td>MA Module G Electrocardiography</td>
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<tr>
<td>MA Module H MA Practicum</td>
<td>3.5</td>
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<tr>
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<tr>
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<td>246</td>
<td>240</td>
<td>160</td>
</tr>
</tbody>
</table>

*Some courses may be completed/required to be completed via the online delivery method.*
PROGRAM PRIOR TO JUNE 3, 2019:

Diploma - Medical Insurance Billing and Coding

31.5 CREDITS - 720 CONTACT 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-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.

Brookline College prepares students in the Medical Insurance Billing and Coding diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:

Upon completion of the Medical Insurance Billing and Coding diploma program, graduates will:

- Define health insurance, discuss introductory health insurance concepts, and discuss the history of managed care in the United States.
- Define the role and discuss responsibilities of the medical biller/coder in the healthcare delivery team.
- Demonstrate effective therapeutic communication and interpersonal skills when relating to others.
- Demonstrate the ability to schedule appointments and apply basic practices in the patient’s chart.
- Explain the role of credit and collections in processing claims and define general insurance billing guidelines.
- Research local coverage determinations and complete primary and secondary claims.
- Complete a UB-04 claim form, complete TRICARE claims and interpret a Medicare Summary Notice.
- Calculate reimbursement amounts for participating and nonparticipating providers.
- Determine when a Medicare advance beneficiary notice of non-coverage is required.
- Describe the processing of an insurance claim and the life cycle of an insurance claim.
- Explain characteristics of commercial insurance plans.
- Differentiate among automobile, disability, and liability insurance.
- Differentiate between primary and secondary commercial claims and complete commercial primary and secondary fee-for-service claims.
- Explain Medicaid & Medicare eligibility guidelines, differentiate between the two, describe how payments are processed and complete Medicaid primary, secondary, and SCHIP claims.
- Describe Medicare enrollment process and differentiate among Medicare Part A, B, C and Part D coverage.
- Explain the historical background of TRICARE and define CHAMPVA.
- Describe the purpose and use of the ICD-10-CM and ICD-10-PCS coding systems and interpret diagnostic coding and reporting guidelines for outpatient services.
- Assign ICD-10-CM codes to outpatient and provider-based office diagnoses, report HCPCS Level II and CPT codes according to claims completion guidelines, select and code diagnoses and procedures from case studies and sample reports, and assign HCPS Level II codes and Modifiers.
- Discuss the advantages to implement the electronic health record.

Residential; Blended and Online Program Requirements:

<table>
<thead>
<tr>
<th>Program Concentration – 31.5 Credits – 720 Contact 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>
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</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.1 Introduction to Medical Billing and Coding and Health Insurance</td>
<td>4</td>
<td>40</td>
<td>40</td>
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<tr>
<td>MIBC Module D.1 Sensory, Integumentary, Endocrine and Nervous Systems</td>
<td>4</td>
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<tr>
<td>MIBC Module E.1 Urinary, Female and Male Reproductive Systems</td>
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<tr>
<td>MIBC Module F.1 Cardiovascular, Circulatory, Hemic, Lymphatic, Blood, and Respiratory Systems</td>
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<tr>
<td>MIBC Module G.1 Musculoskeletal and Digestive Systems</td>
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<td>40</td>
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</tbody>
</table>
PROGRAM AS OF JUNE 3, 2019:

Diploma - Medical Insurance Billing and Coding

27.5 CREDITS - 646 CONTACT HOURS – 34 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-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.

Brookline College prepares students in the Medical Insurance Billing and Coding diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Medical Insurance Billing and Coding diploma program, graduates will:

- Define health insurance, discuss introductory health insurance concepts, and discuss the history of managed care in the United States.
- Define the role and discuss responsibilities of the medical biller/coder in the healthcare delivery team.
- Demonstrate effective therapeutic communication and interpersonal skills when relating to others.
- Demonstrate the ability to schedule appointments and apply basic practices in the patient’s chart.
- Explain the role of credit and collections in processing claims and define general insurance billing guidelines.
- Research local coverage determinations and complete primary and secondary claims.
- Complete a UB-04 claim form, complete TRICARE claims and interpret a Medicare Summary Notice.
- Calculate reimbursement amounts for participating and nonparticipating providers.
- Determine when a Medicare advance beneficiary notice of non-coverage is required.
- Describe the processing of an insurance claim and the life cycle of an insurance claim.
- Explain characteristics of commercial insurance plans.
- Differentiate among automobile, disability, and liability insurance.
- Differentiate between primary and secondary commercial claims and complete commercial primary and secondary fee-for-service claims.
- Explain Medicaid & Medicare eligibility guidelines, differentiate between the two, describe how payments are processed and complete Medicaid primary, secondary, and SCHIP claims.
- Describe Medicare enrollment process and differentiate among Medicare Part A, B, C and Part D coverage.
- Explain the historical background of TRICARE and define CHAMPVA.
- Describe the purpose and use of the ICD-10-CM and ICD-10-PCS coding systems and interpret diagnostic coding and reporting guidelines for outpatient services.
- Assign ICD-10-CM codes to outpatient and provider-based office diagnoses, report HCPCS Level II and CPT codes according to claims completion guidelines, select and code diagnoses and procedures from case studies and sample reports, and assign HCPCS Level II codes and Modifiers.
- Discuss the advantages to implement the electronic health record.

Residential; Blended and Full Distance Program Requirements:

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<tr>
<th>Program Concentration – 27.5 Credits – 646 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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<tr>
<td>Med A Foundations of Allied Health</td>
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<td>MIBC Module C.1 Introduction to Medical Billing and Coding and Health Insurance</td>
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<td>----------------</td>
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*Some courses may be completed/required to be completed via the online delivery method.

Hybrid Program Requirements-

<table>
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<th>Lecture Hours</th>
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<td><strong>160</strong></td>
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</table>

*80% of the course(s) will be required to be completed via online delivery method, excluding MIBC Module H Practicum which is a residential modality.

**Residential courses will be offered on campus 1 day per week; hybrid courses will be offered online 3 days per week.
PROGRAM PRIOR TO JUNE 3, 2019:

Diploma - Patient Care Technician

31.5 CREDITS - 720 CONTACT 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.

Student Learning Outcomes:

Upon completion of the Patient Care Technician diploma program, graduates will:

- List personal qualities that a patient care technician should possess, describe how to meet basic human needs when relating to patients and families, explain confidentiality of the patient chart, list types of orders, describe safety measures in a health care setting and discuss responsibilities of the patient care technician.
- Describe anatomy and physiology and how it relates to basic physical and occupational therapy, identify and explain medical disorders which can be assisted using physical therapy, identify and demonstrate various occupational therapy skills, spell and define key terms relating to the patient care field, identify, describe and demonstrate the correct skills involved in performing personal patient skills, and eliminations needs.
- Describe the patient care technician role as a home health aide, describe signs, symptoms of stress and ways to reduce stress for the patient, describe in detail how to deal with patients with mental illness or behavioral problems and explain the concepts of death and dying, and describe how to care for terminally ill patients.
- Discuss the profession of phlebotomy, identify and be able to demonstrate blood collection skills and procedures, discuss venipuncture as it relates to the circulatory system, discuss the profession of electrocardiography and demonstrate how to perform electrocardiography, identify and discuss common clinical disorders affecting the heart and cardiovascular system, describe the basic functions of the respiratory system and discuss oxygen and respiratory therapy.

Residential; Blended Program Requirements:

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<td>Module B Concepts in Healthcare</td>
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<td>PCT Module F Patient Care Skills</td>
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<tr>
<td>PCT Module G Personal Care, Charting and ECG/EKG</td>
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PROGRAM AS OF JUNE 3, 2019:

Diploma - Patient Care Technician

27.5 CREDITS - 646 CONTACT HOURS – 34 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.

Student Learning Outcomes:

Upon completion of the Patient Care Technician diploma program, graduates will:

- List personal qualities that a patient care technician should possess, describe how to meet basic human needs when relating to patients and families, explain confidentiality of the patient chart, list types of orders, describe safety measures in a health care setting and discuss responsibilities of the patient care technician.
• Describe anatomy and physiology and how it relates to basic physical and occupational therapy, identify and explain medical disorders which can be assisted using physical therapy, identify and demonstrate various occupational therapy skills, spell and define key terms relating to the patient care field, identify, describe and demonstrate the correct skills involved in performing personal patient skills, and eliminate needs.

• Describe the patient care technician role as a home health aide, describe signs, symptoms of stress and ways to reduce stress for the patient, describe in detail how to deal with patients with mental illness or behavioral problems and explain the concepts of death and dying, and describe how to care for terminally ill patients.

• Discuss the profession of phlebotomy, identify and be able to demonstrate blood collection skills and procedures, discuss venipuncture as it relates to the circulatory system, discuss the profession of electrocardiography and demonstrate how to perform electrocardiography, identify and discuss common clinical disorders affecting the heart and cardiovascular system, describe the basic functions of the respiratory system and discuss oxygen and respiratory therapy.

Residential; Blended Program Requirements:

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PROGRAM PRIOR TO JUNE 3, 2019:

Diploma - Pharmacy Technician

31.5 CREDITS - 720 CONTACT 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.

Brookline College prepares students in the Pharmacy Technician diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Pharmacy Technician diploma program, graduates will:

- Define pharmacy and the role of the pharmacy in the healthcare system.
- Describe the pharmacy formulary system.
- Describe, apply and utilize computer applications in drug-use control.
- Explain and demonstrate the receiving and processing of medication orders and understand the correct procedures for handling medications.
- List and explain sources of drugs and drug nomenclature, the rights of medication administration as well as medication errors and ways of preventing them.
- Compare and contrast routes of administration of drugs and list factors that affect the pharmacokinetic processes in patients.
- Define biopharmaceuticals and discuss how they can impact the future of pharmacy and the practice of medicine.
- Understand and utilize medical terminology and abbreviations related to pharmacy.
- Identify and define apothecary symbols, perform basic math functions with complete accuracy then describe and apply systems of measurements.
- Convert specific measurements between different systems of measure and correctly calculate drug dosages.
- Understand and utilize the communication process by listing barriers to effective communication.
- Describe the importance of customer service and good customer relations.
- Process prescriptions and apply the basic procedures for dispensing the order and discuss pricing and reimbursement procedures.
- Describe drug absorption, distribution, metabolism, and elimination by the body.
- List diseases and abnormal conditions and evaluate pharmaceutical treatment for disorders of each body system.

Residential; Blended Program Requirements-

<table>
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<tr>
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<th>Practicum</th>
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<td>Module B Concepts in Healthcare</td>
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PROGRAM AS OF JUNE 3, 2019:

Diploma - Pharmacy Technician

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- List diseases and abnormal conditions and evaluate pharmaceutical treatment for disorders of each body system.

Residential; Blended Program Requirements:

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</table>

*Some courses may be completed/required to be completed via the online delivery method.

Pharmacy Technician Program: Externship Requirements

Brookline College will reimburse all students for their required Pharmacy Technician clearance documents.

**Students in Arizona need to apply for the AS DPS Fingerprint Clearance Card and the AZ Technician Trainee License. Students need to apply for the AZ DPS Fingerprint Clearance Card as soon as they begin their first core modules for the Pharmacy Technician program. This is required to complete the externship portion of the
program. Students must begin the process of obtaining the license as soon as the fingerprint clearance card is obtained. Students must submit the tech in training license to the Program Director no later than their last didactic course.

Students enrolled in the Pharmacy Technician program through the online delivery method, may have varying state requirements. The Brookline College Pharmacy Technician Program Director will reach out to the student in their first programmatic core course to discuss what their individual state requirements are. All students must meet the requirements of their residential state prior to externship and submit their required documents to the Program Director no later than their last didactic course.

Failure to obtain the required licensing, may result in termination from the program.
Diploma - Pharmacy Technician (Online)

31.5 CREDITS - 720 CONTACT HOURS – 40 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.

Brookline College prepares students in the Pharmacy Technician diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Pharmacy Technician diploma program, graduates will:

- Define pharmacy and the role of the pharmacy in the healthcare system.
- Describe the pharmacy formulary system.
- Describe, apply and utilize computer applications in drug-use control.
- Explain and demonstrate the receiving and processing of medication orders and understand the correct procedures for handling medications.
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- Understand and utilize medical terminology and abbreviations related to pharmacy.
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- Process prescriptions and apply the basic procedures for dispensing the order and discuss pricing and reimbursement procedures.
- Describe drug absorption, distribution, metabolism, and elimination by the body.
- List diseases and abnormal conditions and evaluate pharmaceutical treatment for disorders of each body system.

Online Program Requirements -

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PROGRAM AS OF JUNE 3, 2019:

Diploma - Pharmacy Technician (Online)

27.5 CREDITS - 646 CONTACT HOURS – 34 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.

Brookline College prepares students in the Pharmacy Technician diploma program to take certification and/or licensure exams related to their program of study.

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Pharmacy Technician Program: Externship Requirements

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modules for the Pharmacy Technician program. This is required to complete the externship portion of the program. Students must begin the process of obtaining the license as soon as the fingerprint clearance card is obtained. Students must submit the tech in training license to the Program Director no later than their last didactic course.

Students enrolled in the Pharmacy Technician program through the online delivery method, may have varying state requirements. The Brookline College Pharmacy Technician Program Director will reach out to the student in their first programmatic core course to discuss what their individual state requirements are. All students must meet the requirements of their residential state prior to externship and submit their required documents to the Program Director no later than their last didactic course.

Failure to obtain the required licensing, may result in termination from the program.
PROGRAM PRIOR TO JUNE 3, 2019:

Diploma - Phlebotomy Technician

**31.5 CREDITS - 720 CONTACT 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.

Brookline College prepares students in the Phlebotomy Technician diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Phlebotomy Technician diploma program, graduates will:

- Explain the function and structure of the capillaries, veins and arteries, and identify the names and locations of the veins suitable for venous and capillary blood collections
- Demonstrate safe and effective use of equipment and supplies used for blood collection and specimen transport.
- Demonstrate a knowledge of government and industry standards related to the collection of blood
- Demonstrate effective communication skills with patients related to the collection of blood

Residential; Blended Program Requirements-

<table>
<thead>
<tr>
<th>Program Concentration – 31.5 Credits – 720 Contact 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>
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</tr>
<tr>
<td>Module C Medical Office Administration</td>
<td>4</td>
<td>40</td>
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</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>
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<tr>
<td>PH Module H PH 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>

*Some courses may be completed/required to be completed via the online delivery method.

PROGRAM AS OF JUNE 3, 2019:

Diploma - Phlebotomy Technician

**27.5 CREDITS - 646 CONTACT HOURS – 34 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.

Brookline College prepares students in the Phlebotomy Technician diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Phlebotomy Technician diploma program, graduates will:

- Explain the function and structure of the capillaries, veins and arteries, and identify the names and locations of the veins suitable for venous and capillary blood collections
• Demonstrate safe and effective use of equipment and supplies used for blood collection and specimen transport.
• Demonstrate a knowledge of government and industry standards related to the collection of blood
• Demonstrate effective communication skills with patients related to the collection of blood

Residential; Blended Program Requirements-

<table>
<thead>
<tr>
<th>Program Concentration – 27.5 Credits – 646 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med A Foundations of Allied Health</td>
<td>4</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Module C Medical Office Administration</td>
<td>4</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module D Introduction Phlebotomy</td>
<td>4</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module E Safety and Infection Control</td>
<td>4</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PH Module F Phlebotomy Procedure</td>
<td>4</td>
<td>41</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>41</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>27.5</td>
<td>246</td>
<td>240</td>
<td>160</td>
</tr>
</tbody>
</table>

*Some courses may be completed/required to be completed via the online delivery method.

Diploma – Medical Office Administration

27.5 CREDITS - 646 CONTACT HOURS - 34 WEEKS

To offer the perspective students an option if medical clinical skills (Medical Assisting) or Medical Coding (Medical Billing and Coding) are something that they do not have an interest in, the Medical Office Administration program will give the student knowledge of all office procedures, without performing them, and give them the opportunity to learn medical coding, without doing that choice solely. Medical Office Administration is the front line in all medical offices, it is very patient focused and interactive, without the clinical skills required for Medical Assistants.

Brookline College prepares students in the Medical Office Administration diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Medical Office Administration diploma program, graduates will:

• Discuss responsibilities and list personal qualities of a medical administrative assistant.
• Demonstrate effective therapeutic communication, sensitivity to diversity, and interpersonal skills when relating to others and describe how to meet basic human needs when relating to patients and families.
• Describe and demonstrate the concepts of professionalism and patient confidentiality in a medical office.
• Demonstrate knowledge in basic clerical duties, patient reception, office safety, and equipment used in a facility. Demonstrate knowledge in appointment scheduling.
• Demonstrate knowledge and proficiency on written communications.
• Demonstrate knowledge of the components of medical records and proper documentation techniques.
• Demonstrate knowledge in and describe the preparation process of basic office examination procedures.
• Demonstrate understanding of the basic laboratory procedures and identify the different types of laboratory equipment found in a POL. Summarize and demonstrate OSHA laboratory safety regulations.
• Define health insurance, discuss introductory health insurance concepts, and discuss the history of managed care in the United States.
• Define the role and discuss responsibilities of the medical biller/coder in the healthcare delivery team.
• Demonstrate the ability to schedule appointments and apply basic practices in the patient’s chart.
• Explain the role of credit and collections in processing claims and define general insurance billing guidelines.
• Research local coverage determinations and complete primary and secondary claims.
• Calculate reimbursement amounts for participating and nonparticipating providers.
• Determine when a Medicare advance beneficiary notice of non-coverage is required.
• Describe the processing of an insurance claim and the life cycle of an insurance claim.
• Explain characteristics of commercial insurance plans.
• Differentiate among automobile, disability, and liability insurance.
• Differentiate between primary and secondary commercial claims and complete commercial primary and secondary fee-for-service claims.
• Explain Medicaid & Medicare eligibility guidelines, differentiate between the two, describe how payments are processed and complete Medicaid primary, secondary, and SCHIP claims.
• Describe the purpose and use of the ICD-10-CM and ICD-10-PCS coding systems and interpret diagnostic coding and reporting guidelines for outpatient services.
• Assign ICD-10-CM codes to outpatient and provider-based office diagnoses, report HCPCS Level II and CPT codes according to claims completion guidelines, select and code diagnoses and procedures from case studies and sample reports, and assign HCPS Level II codes and Modifiers.
• Discuss the advantages to implementing the electronic health record.

Online; Residential; Blended Program Requirements:

<table>
<thead>
<tr>
<th>Program Concentration – 27.5 Credits – 646 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med A Foundations of Allied Health</td>
<td>4.0</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MOAB Medical Terminology with Anatomy and Physiology</td>
<td>4.0</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MOAC Medical Office Billing and Administration</td>
<td>4.0</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MOAD Healthcare Front Office Accounting</td>
<td>4.0</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MOAE Medical Office Communication</td>
<td>4.0</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MOAF Professional Readiness</td>
<td>4.0</td>
<td>41</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MOAG Practicum</td>
<td>3.5</td>
<td>0</td>
<td>0</td>
<td>160</td>
</tr>
<tr>
<td>TOTAL</td>
<td>27.5</td>
<td>246</td>
<td>240</td>
<td>160</td>
</tr>
</tbody>
</table>

*Some courses may be completed/required to be completed via the online delivery method.
Diploma – Sterile Processing

32 CREDITS - 810 CLOCK HOURS - 42 WEEKS

The sterile processing program is designed to provide students with the necessary knowledge and skills required to practice in the operating room environment. Sterile Process technicians work under the supervision of a surgeon and an operating room nurse to ensure that the operating room environment is safe, equipment is functioning properly and that during the operative procedure all team members are maximizing patient safety. Students study topics that include hospital organization, safety and legal issues, anatomy and physiology, aseptic technique, surgical procedures. Upon successful completion of the program, graduates will have acquired the skills required for entry-level positions in a variety of settings.

Brookline College prepares students in the Sterile Processing diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Sterile Processing diploma program, graduates will:

- Discuss the responsibilities of the Sterile Processing technician and show sensitivity to diversity in this field.
- List the qualities that a sterile processing technician should possess and explain patient confidentiality.
- Demonstrate communication and interpersonal skills in the OR when relating to others.
- Describe how to meet basic human needs in relation to patients and families along with describing safety measures in the health care facility.
- Define and interpret medical terminology, describe surgically treated diseases and disorders of the body system, and define and identify structural characteristics of basic anatomy and Physiology, general regions of the human body, and principles of cellular functions.
- Describe the organization of the surgical suite, methods of chemical and physical disinfecting of the surgical environment, and the surgical technologist legal responsibilities in the handling of drugs, solutions, and medications.
- Identify the composition of the surgical team, OSHA requirements relating to patient and staff safety, and methods of patient transportation. State the purpose of patient identification, the purpose of the consent, and responsibilities of informed consent.
- Categorize the team members according to the scrubbed and “unscrubbed” along with applying the principles of aseptic technique as it relates to infection.
- They will obtain CPR in accordance with American Heart Association.
- Perform sponge, needle, and instrument counts before, during, and after a procedure.
- List and describe various suturing procedures, identify various surgical instruments according to surgical procedures, and describe the various roles of the scrubbed and “unscrubbed” personnel.

Residential; Blended program requirements -

<table>
<thead>
<tr>
<th>Program Concentration – 26 Credits – 720 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
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<td>SPD 101 Introduction to Sterile Processing</td>
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<td>60</td>
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<td>0</td>
</tr>
<tr>
<td>SPD 102 Surgical Instrumentation</td>
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<td>40</td>
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</tr>
<tr>
<td>SPD 103 Decontamination &amp; Sterilization Procedures and Practices</td>
<td>4.0</td>
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<td>40</td>
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<tr>
<td>SPD 104 Equipment Safety Management and Tracking</td>
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<tr>
<td>Course</td>
<td>Credit Hours</td>
<td>Lecture Hours</td>
<td>Lab Hours</td>
<td>Practicum</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------</td>
<td>---------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>SPD 105 Externship I</td>
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<td>SPD 107 Certification Review</td>
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<tr>
<td>Additional Course Requirements – 6 Credits – 90 Contact hours</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SS 100 Student Success</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PD 299 Professional Development</td>
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<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>32.0</td>
<td>285</td>
<td>120</td>
<td>405</td>
</tr>
</tbody>
</table>
Diploma - Surgical Technology

63 CREDITS · 1,440 CONTACT HOURS · 60 WEEKS

The surgical technology program is designed to provide students with the necessary knowledge and skills required to practice in the operating room environment. The surgical technologist is an integral part of the operating room team. Surgical technologists work under the supervision of a surgeon and an operating room nurse to ensure that the operating room environment is safe, equipment is functioning properly and that during the operative procedure all team members are maximizing patient safety. Students study topics that include hospital organization, safety and legal issues, anatomy and physiology, aseptic technique, surgical procedures. Upon successful completion of the program, graduates will have acquired the skills required for entry-level positions in a variety of settings.

Brookline College prepares students in the Surgical Technology diploma program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:

Upon completion of the Surgical Technology diploma program, graduates will:

- Discuss the responsibilities of the Surgical Technologist and show sensitivity to diversity in this field.
- List the qualities that a surgical technologist should possess and explain patient confidentiality.
- Demonstrate communication and interpersonal skills in the OR when relating to others.
- Describe how to meet basic human needs in relation to patients and families along with describing safety measures in the health care facility.
- Define and interpret medical terminology, describe surgically treated diseases and disorders of the body system, and define and identify structural characteristics of basic anatomy and Physiology, general regions of the human body, and principles of cellular functions.
- Describe the organization of the surgical suite, methods of chemical and physical disinfecting of the surgical environment, and the surgical technologist legal responsibilities in the handling of drugs, solutions, and medications.
- Identify the composition of the surgical team, OSHA requirements relating to patient and staff safety, and methods of patient transportation. State the purpose of patient identification, the purpose of the consent, and responsibilities of informed consent.
- Categorize the team members according to the scrubbed and “unscrubbed” along with applying the principles of aseptic technique as it relates to infection.
- Demonstrate proficiencies in gowned, gloved, identifying and applying the proper surgical attire, and masking along with basic techniques of surgical draping the surgical regions.
- They will obtain CPR in accordance with American Heart Association.
- Perform sponge, needle, and instrument counts before, during, and after a procedure.
- List and describe various suturing procedures, identify various surgical instruments according to surgical procedures, and describe the various roles of the scrubbed and “unscrubbed” personnel.

Residential Program Requirements:

<table>
<thead>
<tr>
<th>Program Concentration – 63 Credits – 1440 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>STMOD1 Anatomy and Physiology/Medical Terminology</td>
<td>20</td>
<td>300</td>
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<tr>
<td>STMOD2 Introduction to Surgical Technology</td>
<td>18</td>
<td>250</td>
<td>50</td>
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</tr>
<tr>
<td>STMOD3 Surgical Techniques</td>
<td>13</td>
<td>90</td>
<td>210</td>
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</tr>
<tr>
<td>STMOD4 Clinical Externship</td>
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<td>0</td>
<td>540</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>63.0</strong></td>
<td><strong>640</strong></td>
<td><strong>260</strong></td>
<td><strong>540</strong></td>
</tr>
</tbody>
</table>
Associate Degree Programs

Below is a list of Associate Degree programs and the locations in which they are available:

- **Associate of Science – Allied Health**
  - Phoenix-online, blended
  - Tempe-blended
  - Tucson-blended
  - Albuquerque-blended

- **Associate of Science – Business**
  - Phoenix-online, residential and blended
  - Albuquerque-residential and blended
  - Tempe-residential and blended
  - Tucson-residential and blended

- **Associate of Science - Criminal Justice**
  - Albuquerque-residential and blended
  - Tempe-residential and blended
  - Tucson-residential and blended

- **Associate of Science – Health Information Technology**
  - Phoenix – online, residential and blended
  - Tempe – residential and blended

- **Associate of Science - Medical Laboratory Technician**
  - Phoenix-residential and blended

- **Associate of Science - Paralegal Studies**
  - Phoenix-online
  - Tempe – residential and blended
  - Tucson-residential and blended
  - Albuquerque – residential and blended

- **Associate of Science – Physical Therapist Assistant**
  - Phoenix-residential and blended

- **Associate of Science – Surgical Technology**
  - Tempe – residential and blended
  - Tucson – residential and blended

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.

Degree Associate of Science - Allied Health

61.5 CREDITS - 450 CONTACT HOURS - 30 WEEKS (BLENDED) – 40 WEEKS (ONLINE)

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 to 40 weeks of full-time enrollment.

Student Learning Outcomes:
Upon completion of the program graduates will:
- Describe how health care professional contribute to health care delivery and identify the professionals of the health care field.
- Work effectively as a member of a health care team.
- Use effective oral and written communication methods.
- Perform introductory accounting and finance procedures in a health care environment.
- Identify and work within the ethical and legal requirements of a health care system.
- Professionally and ethically perform duties within the scope of practice for their allied health profession.

Blended; Online Program Requirements-
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>
<thead>
<tr>
<th>Program Concentration – 43.5 Credits – 180 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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</thead>
<tbody>
<tr>
<td>Block Transfer -- Allied Health diploma*</td>
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</tr>
<tr>
<td>AC 101 Accounting I</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
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<tr>
<td>HA 207 Health Care Finance</td>
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<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU 279 Marketing</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MG 320 Management Communications</td>
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</table>

<table>
<thead>
<tr>
<th>General Education - 15 Credits - 225 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Science - Science/Bio/A&amp;P</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Open English</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Open Math</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Open Soc Science - Social/Behavioral Science (Psych)</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Open Soc Science – Social/Behavioral Science (Sociology)</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Course Requirements - 3 Credits - 45 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS 100 Student Success</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>61.5</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (As Required to Meet Program Credit Hour Requirement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Elective</td>
</tr>
<tr>
<td>Open Elective</td>
</tr>
<tr>
<td>Open Elective</td>
</tr>
<tr>
<td>Open Elective</td>
</tr>
</tbody>
</table>

* Up to 31.5 semester hours may be transferred into the program from an allied health diploma program. Official transcripts documenting the conferral of an allied health diploma program must be provided. 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.

Program Concentrations available:
- Allied Health
  - Health Care Finance
    - AC240 – Business Finance
    - HA207 – Health Care Finance
    - HA403 – Advanced Financial Management
  - Private Practice Office Management
    - MG304 – Organizational Behavior
    - MG460 – Leadership
    - MG490 – Current Management Issues
    - MG300 – Management Concepts

Degree Associate of Science - Business

60 CREDITS - 930 CONTACT HOURS - 60 WEEKS (RESIDENTIAL; BLENDED) – 70 WEEKS (ONLINE)
The Associate of Science in Business program is designed to enhance the student’s career opportunities and improve opportunities for advancement by providing a diverse and well-rounded curriculum of general education, business and management studies. Students will gain a greater understanding of management and supervision techniques, which will help enable them to more readily attain entry-level management positions in today’s competitive business environment.
Student Learning Outcomes:
Upon completion of the program graduates will:
- Correctly use terms related to the various aspects of business when using written and oral communication.
- Explain concepts related to the financial aspects of businesses.
- Use quantitative measurements in performing functions related to payroll, taxes, human resource management, customer service decisions, and marketing.
- Identify and adhere to laws pertaining to business.
- Adhere to ethical business practices.
- Effectively utilize technology to perform duties associated with business practices.

Residential; Blended and Online Program Requirements

<table>
<thead>
<tr>
<th>Program Concentration – 33 Credits – 495 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 101 Accounting I</td>
<td>3.0</td>
<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AC 240 Business Finance</td>
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<td>45</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BU 175 Business Communications</td>
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<td>BU 176 Business Principles</td>
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<td>BU 177 Management</td>
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<td>BU 215 Customer Service Concepts</td>
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<td>BU 240 Critical Thinking and Decision Making</td>
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<table>
<thead>
<tr>
<th>General Education - 15 Credits - 225 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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</thead>
<tbody>
<tr>
<td>Open Science - Science/Bio/A&amp;P</td>
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<tr>
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<tr>
<td>Open Soc Science - Social/Behavioral Science (Psych)</td>
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<tr>
<td>Open Soc Science – Social/Behavioral Science (Sociology)</td>
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<table>
<thead>
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<th>Additional Course Requirements - 12 Credits - 210 Contact hours</th>
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<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
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</table>

*Some courses may be completed/required to be completed via the online delivery method.*

Program Concentrations available:
- Business
  - Finance
    - AC221 – Personal Income Tax
    - CP101 – Spreadsheets and Databases
    - MG306 – Principles of Business Finance for Management Decision Making

  - Organizational Leadership
    - MG304 – Organizational Behavior
    - MG460 – Leadership
    - MG490 – Current Management Issues
    - MG300- Management Concepts
Human Resources
- MG310 – Human Resources and Diversity
- MG432 – Labor and Management Relations
- MG490 – Current Management Issues

Degree Associate of Science - Criminal Justice

60 CREDITS - 915 CONTACT HOURS - 60 WEEKS

Today's modern law enforcement agencies are requiring more in-depth knowledge and greater skill for their positions. Brookline College's Associate of Science degree program is an extensive program that prepares students for entry-level positions and a rewarding career in criminal justice. Students will develop knowledge and skills in areas such as inmate management, private security, criminal investigation, juvenile justice, procedural criminal law, counter-terrorism, community relations and more.

Student Learning Outcomes:
Upon completion of the program graduates will:
- Identify and understand the nature and functions of the criminal justice system.
- Describe Due Process and its role in our justice system.
- Explain the major theories of criminal behavior from a historical, sociological, and contemporary perspective.
- Understand the need for effective verbal and nonverbal communication skills in criminal justice.
- Demonstrate the techniques used for report writing, the use of force, control procedures, giving testimony and courtroom behavior and crime scene protection.
- Describe the State and Federal Criminal Court Structure.
- Demonstrate an understanding of trends, issues, and ethics of criminal justice.

Residential; Blended Program Requirements-

<table>
<thead>
<tr>
<th>Program Concentration – 36 Credits – 540 Contact hours</th>
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<th>Lecture Hours</th>
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<td>CJ 105 Corrections</td>
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<td>CJ 112 Criminology</td>
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<td>CJ 116 Private Security</td>
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<td>BU 175 Business Communications</td>
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<td>CJ 126 Criminal Investigations</td>
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<td>CJ 212 Juvenile Justice</td>
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<td>CJ 250 Contemporary Issues in Criminal Justice</td>
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<td>CJ 270 Substantive Criminal Law</td>
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<td>CJ 282 Ethics in Criminal Justice</td>
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<td>CJ 290 Terrorism</td>
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<table>
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<th>Lecture Hours</th>
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<th>Practicum</th>
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<tr>
<td>Open Science - Science/Bio/A&amp;P</td>
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<td>Open English</td>
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<td>Open Soc Science – Social/Behavioral Science (Sociology)</td>
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<td>Open Elective</td>
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</table>

**TOTAL** 60.0 885 30 0

*Some courses may be completed/required to be completed via the online delivery method.*
Degree Associate of Science - Health Information Technology
60 CREDITS - 960 CONTACT HOURS – 60 WEEKS (RESIDENTIAL; BLENDED) – 70 WEEKS (ONLINE)

The Associate of Science in Health Information Technology degree program provides allied health diploma holders and students the opportunity to develop more in-depth knowledge of the healthcare environment in a technologically growing healthcare field. With courses in electronic health record and health information technology graduates will be prepared to assume entry-level roles in the healthcare data documentation and are eligible to take national certification exams.

The program, delivered in a blended modality, is comprised of general education and core technical courses that can be completed in 60 weeks of full-time enrollment for those who are starting the full program without a diploma in an allied health program.

Student Learning Outcomes:
Upon completion of the program graduates will:
• Describe how health care professional contribute to health care delivery and identify the professionals of the health care field.
• Work effectively as a member of a health care team.
• Use effective oral and written communication methods.
• Identify and work within the ethical and legal requirements of a health care system.
• Professionally and ethically perform duties within the scope of practice for the profession.
• Demonstrate Health Information Technology skills by utilizing an electronic health records system.
• Analyze classification and terminology of body systems for diagnosis and procedures codes in accordance to the current guidelines.

Online; Residential; Blended Program Requirements:

<table>
<thead>
<tr>
<th>Program Concentration – 33 Credits – 525 Contact Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<tbody>
<tr>
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<td>HA 200 Anatomy and Physiology</td>
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<td>HA 101 Health Information Management and Data Systems</td>
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<td>HA 110 Electronic Medical Records</td>
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<td>AC 101 Accounting I</td>
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<td>HA 204 Health Care Organizations</td>
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<td>HA 240 Medical Office Administration</td>
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</table>

<table>
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<tr>
<th>General Education – 15 Credits – 225 Contact Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Science - Science/Bio/A&amp;P</td>
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<tr>
<td>Open English</td>
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<td>Open Soc Science – Social/Behavioral Science (Sociology)</td>
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<table>
<thead>
<tr>
<th>Additional Course Requirements – 12 Credits – 210 Contact Hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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<tbody>
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<td>Open Electives</td>
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<td>SS 100 Student Success</td>
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<td>PD 299 Professional Development</td>
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</table>

| Totals                                                            | 60           | 840           | 120       | 0         |

*Some courses may be required/completed via the online delivery method.
*Associate of Science – Health Information Technology

In addition to General College Admission Requirements:
Up to 31.5 semester hours may be transferred into the program from an Allied Health diploma program. Official transcripts documenting the conferral of an Allied Health diploma program must be provided. 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 60 semester credit hours for graduation.

PROGRAM PRIOR TO DECEMBER 30, 2019:
Degree Associate of Science - Medical Laboratory Technician

64 CREDITS - 1420 CONTACT HOURS - 64 WEEKS

The role of the Medical Laboratory Technician is critical in providing results that aid the physician in the detection, diagnosis and treatment of disease. In addition to learning techniques related to the collection and processing of samples, students will learn the purpose and procedures for routine laboratory tests in the areas of blood bank, chemistry, hematology, microbiology, urinalysis and serology. Graduates will be prepared for entry level positions in a variety of healthcare settings.

Student Learning Outcomes:
Graduates of the Medical Laboratory Technician Associate in Science Degree Program will be able to:

- Demonstrate professionalism as expected of a health care worker by: adhering to regulations, including safety and confidentiality, as required by federal, state and local laws and the institutions for which they are employed; acting with integrity; employing ethical standards and behaviors; communicating and collaborating with other members of the health care team, patients and the public; adhering to acceptable hygiene and appearance standards; and working within established standards of practice.
- Safely and accurately collect and process various biological samples for analysis. Perform, monitor and apply quality control and quality assurance principles in the workplace. Perform and demonstrate entry-level technical skills for routine laboratory procedures in the pre-analytical, analytical and post-analytical components of chemistry hematology/hemostasis, blood bank/transfusion medicine, microbiology, immunology, urinalysis/body fluids, and phlebotomy and laboratory operations.
- Recognize and apply results of laboratory analysis of normal, abnormal and unexpected results as required of an entry-level medical laboratory technician and take appropriate actions with regard to reporting results and/or repeating policies and procedures. Evaluate and take action on results of routine laboratory analyses following predetermined protocols and using effective critical thinking skills.

Residential; Blended Program Requirements-

<table>
<thead>
<tr>
<th>Program Concentration – 49 Credits – 1195 Contact hours</th>
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<tbody>
<tr>
<td>MLT 100 Introduction to MLT</td>
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<tr>
<td>MLT 101 Urinalysis</td>
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</tr>
<tr>
<td>MLT 105 Microbiology I</td>
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<tr>
<td>MLT 110 Microbiology II</td>
<td>4.0</td>
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<td>30</td>
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<tr>
<td>MLT 115 Routine Hematology</td>
<td>4.0</td>
<td>45</td>
<td>30</td>
<td>0</td>
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<tr>
<td>MLT 120 Clinical Chemistry I</td>
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<td>45</td>
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<tr>
<td>MLT 130 Immunohematology</td>
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<td>45</td>
<td>30</td>
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<td>MLT 135 Clinical Chemistry II</td>
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<td>MLT 215 Hematology in Disease</td>
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<td>Open Science - Science/Bio/A&amp;P</td>
<td>3.0</td>
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<td>Open Math</td>
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</table>

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The Brookline College – Phoenix Campus Medical Laboratory Technician program has been granted 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.naacs.org

PROGRAM AS OF DECEMBER 30, 2019:
Degree Associate of Science - Medical Laboratory Technician

62.5 CREDITS - 1420 CONTACT HOURS - 64 WEEKS

The role of the Medical Laboratory Technician is critical in providing results that aid the physician in the detection, diagnosis and treatment of disease. In addition to learning techniques related to the collection and processing of samples, students will learn the purpose and procedures for routine laboratory tests in the areas of blood bank, chemistry, hematology, microbiology, urinalysis and serology. Graduates will be prepared for entry level positions in a variety of healthcare settings.

Student Learning Outcomes:
Graduates of the Medical Laboratory Technician Associate in Science Degree Program will be able to:

• Demonstrate professionalism as expected of a health care worker by: adhering to regulations, including safety and confidentiality, as required by federal, state and local laws and the institutions for which they are employed; acting with integrity; employing ethical standards and behaviors; communicating and collaborating with other members of the health care team, patients and the public; adhering to acceptable hygiene and appearance standards; and working within established standards of practice.
• Safely and accurately collect and process various biological samples for analysis. Perform, monitor and apply quality control and quality assurance principles in the workplace. Perform and demonstrate entry-level technical skills for routine laboratory procedures in the pre-analytical, analytical and post-analytical components of chemistry hematology/hemostasis, blood bank/transfusion medicine, microbiology, immunology, urinalysis/body fluids, and phlebotomy and laboratory operations.
• Recognize and apply results of laboratory analysis of normal, abnormal and unexpected results as required of an entry-level medical laboratory technician and take appropriate actions with regard to reporting results and/or repeating policies and procedures. Evaluate and take action on results of routine laboratory analyses following predetermined protocols and using effective critical thinking skills.

Residential; Blended Program Requirements-

<table>
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<tr>
<th>Program Concentration – 47.5 Credits – 1195 Contact hours</th>
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<th>Lecture Hours</th>
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<tbody>
<tr>
<td>MLT 100 Introduction to MLT</td>
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<td>MLT 130 Immunohematology</td>
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<td>MLT 135 Clinical Chemistry II</td>
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### General Education - 12 Credits – 180 Contact hours

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Science - Science/Bio/A&amp;P</td>
<td>3.0</td>
<td>45</td>
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<tr>
<td>Open English</td>
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</tr>
<tr>
<td>Open Math</td>
<td>3.0</td>
<td>45</td>
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<tr>
<td>Open Soc Science - Social/Behavioral Science (Psych)</td>
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### Additional Course Requirements - 3 Credits - 45 Contact hours

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<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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</tr>
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**TOTAL** 62.5 45 0 0

*Some courses may be completed/required to be completed via the online delivery method.*

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The Brookline College – Phoenix Campus Medical Laboratory Technician program has been granted 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

---

**Degree Associate of Science - Paralegal Studies**

**60 CREDITS - 1030 CONTACT HOURS - 60 WEEKS (RESIDENTIAL; BLENDED) – 70 WEEKS (ONLINE)**

Paralegals will be prepared to function in entry-level positions in various legal office settings such as courts, law firms, insurance offices, or corporate legal divisions having skills in legal research, office skills, professional ethics, legal writing, analysis of case law, communication, and more.

**Student Learning Outcomes:**
Graduates of the Paralegal Studies Associate in Science Degree Program will:
- Explain the methods of legal research including library and online research.
- Explain the role, duties and responsibilities of a legal assistant.
- Explain the principles of tort law and civil litigation.
- Understand the fundamental concepts of family law.
- Determine the proper form needed for given situations.
- Conduct himself/herself in a professional and ethical manner within the law office.
- Discuss the history and nature of criminal law.
- Explain the principles of contract law and UCC law.
- Explain the probate process, both informally and formally.

**Residential; Blended Program Requirements**

<table>
<thead>
<tr>
<th>Program Concentration – 39 Credits – 700 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA 100 Legal Research and Writing I</td>
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<tr>
<td>LA 101 Legal Assisting</td>
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<tr>
<td>LA 110 Torts and Litigation I</td>
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<td>LA 115 Family Law</td>
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<tr>
<td>LA 120 Specialty Practice Forms</td>
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<td>LA 210 Estate Planning and Probate</td>
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<td>Course</td>
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<td>Lecture Hours</td>
<td>Lab Hours</td>
<td>Practicum</td>
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*Some courses may be completed/required to be completed via the online delivery method.

Online Program Requirements:

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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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<tbody>
<tr>
<td>LA 100 Legal Research and Writing I</td>
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<td>LA 101 Legal Assisting</td>
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<td>LA 110 Torts and Litigation I</td>
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<tr>
<td>Additional Course Requirements - 6 Credits - 105 Contact hours</td>
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Degree Associate of Science - Physical Therapist Assistant

73 CREDITS - 1645 CONTACT HOURS - 80 WEEKS

The program’s objective is to educate students in the most current concepts and practices in the physical therapy field; to train future PTAs to have the knowledge and abilities to perform their role within the PT profession and under the direction and supervision of a Physical Therapist; to graduate individuals who are safe, effective, ethical and productive.
members of the healthcare team; and to train future PTAs to be caring, considerate and compassionate individuals who respect the rights and dignity of the multicultural community.

Brookline College prepares students in the Associate of Science in Physical Therapist Assistant program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Associate of Science in Physical Therapist Assistant program, graduates will:
- Demonstrate the intellectual, clinical and professional skills and behaviors of an entry-level physical therapist assistant to provide current physical therapy services under the direction and supervision of a physical therapist.
- Demonstrate the clinical decision making and responsibility to be safe, ethical, effective and competent members of a health care team.
- Demonstrate behaviors that act in accordance with appropriate facility, state and federal statutes, and with the professional and ethical standards established by the American Physical Therapy Association.
- Demonstrate behaviors that prioritize patient care and hold the patient’s rights, privacy, and dignity in the highest regard, with an understanding of the needs of a multicultural society.
- Achieve an effective transition from the education program to successfully passing the NPTE to a career as a physical therapist assistant.

Residential; Blended Program Requirements-

<table>
<thead>
<tr>
<th>Program Concentration – 58 Credits – 1420 Contact hours</th>
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<th>Lecture Hours</th>
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<th>Practicum</th>
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<td>PTA 107 Therapeutic Exercise</td>
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<td>PTA 201 Pathology of Systems II</td>
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<td>PTA 203 Orthopedic Rehabilitation</td>
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<td>PTA 210 Physical Therapy Professional Issues</td>
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<td>Practicum</td>
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<tr>
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*Some courses may be completed/required to be completed via the online delivery method.

The Associate of Science – Physical Therapist Assistant Degree at Brookline College- Phoenix Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

1111 North Fairfax Street
Alexandria, Virginia 22314
Telephone: 703-706-3245
Degree Associate of Science - Surgical Technology

71.5 CREDITS - 1610 CLOCK HOURS - 90 WEEKS

The surgical technology program is designed to provide students with the necessary knowledge and skills required to practice in the operating room environment. The surgical technologist is an integral part of the operating room team. Surgical technologists work under the supervision of a surgeon and an operating room nurse to ensure that the operating room environment is safe, equipment is functioning properly and that during the operative procedure all team members are maximizing patient safety. Students study topics that include hospital organization, safety and legal issues, anatomy and physiology, aseptic technique, surgical procedures. Upon successful completion of the program, graduates will have acquired the skills required for entry-level positions in a variety of settings. Brookline College prepares students in the Surgical Technology program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:

Upon completion of the Surgical Technology program, graduates will:

- Discuss the responsibilities of the Surgical Technologist and show sensitivity to diversity in this field.
- List the qualities that a surgical technologist should possess and explain patient confidentiality.
- Demonstrate communication and interpersonal skills in the OR when relating to others.
- Describe how to meet basic human needs in relation to patients and families along with describing safety measures in the health care facility.
- Define and interpret medical terminology, describe surgically treated diseases and disorders of the body system, and define and identify structural characteristics of basic anatomy and Physiology, general regions of the human body, and principles of cellular functions.
- Describe the organization of the surgical suite, methods of chemical and physical disinfecting of the surgical environment, and the surgical technologist legal responsibilities in the handling of drugs, solutions, and medications.
- Identify the composition of the surgical team, OSHA requirements relating to patient and staff safety, and methods of patient transportation. State the purpose of patient identification, the purpose of the consent, and responsibilities of informed consent.
- Categorize the team members according to the scrubbed and “unscrubbed” along with applying the principles of aseptic technique as it relates to infection.
- Demonstrate proficiencies in gowns, gloves, identifying and applying the proper surgical attire, and masking along with basic techniques of surgical draping the surgical regions.
- They will obtain CPR in accordance with American Heart Association.
- Perform sponge, needle, and instrument counts before, during, and after a procedure.
- List and describe various suturing procedures, identify various surgical instruments according to surgical procedures, and describe the various roles of the scrubbed and “unscrubbed” personnel.

Residential; Blended program requirements-

<table>
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<th>Program Concentration – 40.5 Credits – 1140 Contact hours</th>
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<td>Open Math</td>
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</table>

*Some courses may be completed/required to be completed via the online delivery method.*
Bachelor Degree Programs

Below is a list of Bachelor Degree programs and the locations in which they are available:

- Bachelor of Science - Criminal Justice
  - Albuquerque- residential and blended
  - Tempe-residential and blended
  - Tucson- residential and blended
- Bachelor of Science – Health Care Administration
  - Phoenix- online
  - Albuquerque-residential and blended
  - Tucson-residential and blended
- Bachelor of Science – Management
  - Phoenix- online, residential and blended
  - Albuquerque-residential and blended
  - Tucson-residential and blended
- Bachelor of Science – Medical Laboratory Science
  - Phoenix- residential and blended
- Bachelor of Science – Nursing
  - Albuquerque- residential and blended
  - Phoenix- residential and blended
- Bachelor of Science - Nursing for Baccalaureate Degree Graduates
  - Albuquerque- residential and blended
  - Phoenix- residential and blended
- Bachelor of Science – RN to BSN
  - Phoenix- online

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.

Degree Bachelor of Science - Criminal Justice

120 CREDITS – 1830 CONTACT HOURS - 120 WEEKS

The Bachelor of Science in Criminal Justice program provides students with a broad understanding of the criminal justice system, which will help them address a range of issues within the field of justice administration. It examines, the theoretical causes of criminality, the methods of criminal justice research, and aspects of professionalism and ethics for criminal justice practitioners. Graduates of this program will be prepared to seek entry-level opportunities or advance in career fields including corrections, juvenile justice, courts, security, probation, and law enforcement.

Student Learning Outcomes:
Upon completion of the Bachelor of Science in Criminal Justice program, graduates will:

- Identify and understand the nature and functions of the criminal justice system.
- Describe Due Process and its role in our justice system.
- Explain the major theories of criminal behavior from a historical, sociological, and contemporary perspective.
- Understand the need for effective verbal and nonverbal communication skills in criminal justice.
- Demonstrate the techniques used for report writing, the use of force, control procedures, giving testimony and courtroom behavior and crime scene protection.
- Describe the State and Federal Criminal Court Structure.
- Demonstrate an understanding of trends, issues, and ethics of criminal justice.
- Evaluate the nature, extent, causation, and prevention of crime, including the ability to apply and critique the major theories relevant to those causes.
- Analyze the major historical and contemporary issues facing the criminal justice system, including events, information, programs, policies, and concepts that affect the operation of criminal justice agencies.
- Demonstrate full comprehension of the investigative process by providing a thorough overview of the fundamental crime scene procedures, and the recognition, collection, preservation and analysis of physical evidence.
- Examine the social and environmental factors that influence victimization, offender-victim relationships, and the legal and behavioral responses to victims.
- Prioritize and understand the nature, origins, and purposes of criminal law, the general principles of criminal liability, complicity and vicarious liability, as well as the defenses to liability.
- Assess fraud, institutional corruption, corporate crime, public corruption, medical crime, and the associated investigative processes.
- Compare and measure similarities between individuals, families, and communities and ways in which issues of diversity feature in the construction, perception, and responses to juvenile delinquency.

Residential and Blended Program Requirements:

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<th>Program Concentration – 54 Credits – 810 Contact hours</th>
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<th>Lecture Hours</th>
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126
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**Open Elective** 3.0 45 0 0
**Open Elective** 3.0 45 0 0

**Upper Level Electives – 18 Credits – 270 Contact hours**

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**TOTAL** 120.0 1770 60 0

*Some courses may be completed/required to be completed via the online delivery method.

**Degree Bachelor of Science - Health Care Administration**

**120 CREDITS - 1860 CONTACT HOURS - 120 WEEKS (RESIDENTIAL; BLENDED) – 130 WEEKS (ONLINE)**

The objective of this program is to provide knowledge related to health care policy and operations, as well as management skills that can be applied in the complex health services sector. Course work includes practical and traditional areas of health care such as medical terminology, medical office management, types of health care organizations and administrative functions, as well as more theoretical and contemporary subjects like public policy, human resource management, organizational behavior, and business strategy in health care. Additionally, the general education courses add to the overall preparatory knowledge of lifelong learning. Courses are taught by instructors who are practitioners in the field and can provide you with insight to help you become successful in the health care services sector of your choice. This combination of skills, along with a familiarity with the terminology and structure of the health care system, provide a strong foundation for a health care administration career. Graduates of this program will be prepared to enter the professional environment of health care in an entry-level supervisory/management position.

**Student Learning Outcomes:**

Upon completion of the program graduates will:

- Describe the organization, structure, and modes of deliver of US and global healthcare systems.
- Use critical thinking to propose systems to improve healthcare delivery.
- Maintain accurate financial records, prepare budgets, analyze variance and assess opportunities and risks of a healthcare system.
- Work with internal and external agencies to perform institutional self-evaluations and continuous improvement practices.
- Identify, use and evaluate different forms of medical record management.
- Demonstrate adherence to codes of ethics, privacy rules, laws and regulations associated with the health care industry.
- Effectively use written and oral methods of communication.
- Create and evaluate comprehensive, data-driven action plans based on measurable outcomes.

**Online; Residential and Blended Program Requirements**

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*Elective Options (three course 100/200 level/six course 300/400 level)

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Program Concentrations available:
- Health Care Admin
  - Organizational Leadership
    - MG432 – Labor and Management Relations
    - MG370 – Strategic Planning
    - MG460 – Leadership
    - MG490 – Current Management Issues
    - MG300 - Management Concepts
    - MG410 – Social Responsibility and Management
  - Human Resources
    - BU210 – Human Resources Management
    - MG310 – Human Resources and Diversity
    - MG410 – Social Responsibility and Management
    - PH210 – Critical Thinking and Problem Solving
    - MG432 – Labor and Management Relations
    - MG490 – Current Management Issues
Degree Bachelor of Science - Management

120 CREDITS - 1830 CONTACT HOURS - 120 WEEKS (RESIDENTIAL; BLENDED) – 130 WEEKS (ONLINE)

The Bachelor of Science in Management combines studies in management leadership, managerial technology, economics, and research; and encompasses internationally accepted theories of contemporary management. The academic and professional skills focused on during the program provide graduates with a well-rounded education and prepares them to function successfully in entry-level management positions.

Student Learning Outcomes:
Upon completion of the program graduates will:

- Correctly use terms related to the various aspects of business when using written and oral communication.
- Explain concepts related to the financial aspects of businesses.
- Use quantitative measurements in performing functions related to payroll, taxes, human resource management, customer service decisions, and marketing.
- Accurately analyze data to verify conclusions.
- Identify and adhere to laws pertaining to business.
- Select resources to collect business data to be used in business management decisions.
- Conduct research to identify and analyze client needs, evaluate data and use data to create a business plan.
- Practice critical thinking to make decisions regarding business management practices.
- Identify and adhere to ethical business practices.
- Evaluate best practices for and effectively use technology to perform duties associated with business practices such as marketing, accounting and human resource management.

Online; Residential and Blended Program Requirements-

<table>
<thead>
<tr>
<th>Program Concentration – 54 Credits – 810 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
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**PROGRAM PRIOR TO DECEMBER 30, 2019:**

**Degree Bachelor of Science - Medical Laboratory Science**

**124 CREDITS - 2590 CONTACT HOURS - 128 WEEKS**

This program will prepare students for entry level positions in the clinical laboratory performing and evaluating laboratory tests that will aid in the detection, diagnosis and treatment of disease. Students will perform tests on blood and body fluids, using manual and automated procedures in the area of blood bank/transfusion medicine, chemistry, hematology, microbiology, urinalysis, immunology, and molecular diagnostics. In addition, students will learn concepts related to laboratory operations and management, quality assessment and assurance, research and effective techniques for the training of new laboratory personnel. Graduates can seek employment in a variety of health care and laboratory settings including hospitals, clinics, research and reference laboratories, blood banks and industry.

The Medical Laboratory Science program is a continuation from the Medical Laboratory Technician program, therefore all MLT coursework provides the first four semesters of the eight-semester program.

**Student Learning Outcomes:**

Graduates of the Medical Laboratory Science Bachelor of Science Degree Program will be able to:

- Demonstrate professionalism as expected of a health care worker by: adhering to regulations, including safety and confidentiality, as required by federal, state and local laws and the institutions for which they are employed; acting with integrity; employing ethical standards and behaviors; communicating and collaborating with other members of the health care team, patients and the public; adhering to acceptable hygiene and appearance standards; and working within established standards of practice.

- Perform, monitor and apply quality control and quality assurance principles in the workplace. Safely and accurately collect and process various biological samples for analysis. Perform and demonstrate entry-level technical skills for routine and specialized laboratory procedures in the pre-analytical, analytical and post-analytical components of chemistry hematology/hemostasis, blood bank/transfusion medicine, microbiology, immunology, urinalysis/body fluids, and laboratory operations. Perform entry-level supervisory, administrative, education and training functions as appropriate of a medical laboratory scientist. Demonstrate the ability to develop, implement and disseminate the results of a clinical research study.

- Recognize and apply results of laboratory analysis of normal, abnormal and unexpected results as required of an entry-level medical laboratory scientist and take appropriate actions with regard to reporting results and/or repeating policies and procedures. Evaluate and take action on results of routine and specialized laboratory analyses following predetermined protocols and using effective critical thinking skills.

**Residential; Blended Program Requirements-**
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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**General Education - 33 Credits - 495 Contact hours**

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<th>Lecture Hours</th>
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**Additional Course Requirements - 12 Credits - 180 Contact hours**

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**TOTAL**

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*Some courses may be completed/required to be completed via the online delivery method.

The Brookline College – Phoenix Campus Medical Laboratory Science program has been granted 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

**PROGRAM AS OF DECEMBER 30, 2019:**
Degree Bachelor of Science - Medical Laboratory Science
**122.5 CREDITS - 2590 CONTACT HOURS - 128 WEEKS**
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Residential; Blended Program Requirements -

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General Education - 33 Credits - 495 Contact hours

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<th>Course</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
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<th>Practicum</th>
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Additional Course Requirements - 12 Credits - 180 Contact hours

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TOTAL 122.5 1320 645 625

*Some courses may be completed/required to be completed via the online delivery method.

The Brookline College – Phoenix Campus Medical Laboratory Science program has been granted 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.naacs.org

Degree Bachelor of Science in Nursing

122 CREDITS - 2295 CONTACT HOURS - 128 WEEKS

The Bachelor of Science in Nursing program is designed to prepare graduates for entry-level professional nursing positions that will require them to assess, plan, implement, and evaluate nursing care within a variety of clinical settings, including hospitals, community health agencies and clinics. This eight-semester program includes both upper and lower division general education and pre-professional nursing coursework. Nursing courses that consist of classroom and laboratory activities are integrated with clinical experiences. Students are provided with opportunities to analyze a variety of issues in professional nursing practice as they develop the skills and competencies necessary for positions which will require them to provide nursing care across the health care continuum.

Brookline College prepares students in the Bachelor of Science in Nursing program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Bachelor of Science in Nursing program, graduates will be able to:
- Utilize the nursing process and critical thinking as tools to make culturally-sensitive patient-centered clinical decisions in all health care settings within systems-based environments.
- Collaborate with patients and other members of the healthcare team in the planning, coordination, and provision of competent care.
- Integrate evidence-based findings into nursing and collaborative practice.
- Promote patient and staff safety utilizing the process of quality improvement based on available evidence.
- Use information and technology for communication, knowledge development, and clinical-decision making.
- Demonstrate leadership behaviors and professionalism when providing care to patients across the lifespan in all health care settings.
- Integrate legal, ethical, and professional standards into nursing practice.
## FIRST DEGREE STUDENTS

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<tr>
<th>Program Concentration – 68 Credits – 1485 Contact Hours</th>
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<th>Lecture Hours</th>
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<th>Practicum/Clinical</th>
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### General Education - 36 Credits - 540 Contact Hours

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### Additional Course Requirements - 18 Credits - 270 Contact Hours

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**TOTAL** 122.0 1545 120 630

*Some courses may be completed/required to be completed via the online delivery method.
## PHOENIX BACCALAUREATE DEGREE GRADUATES

### Program Concentration – 68 Credits – 1485 Contact Hours

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### General Education - 36 Credits - 540 Contact Hours

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<th>Course Code</th>
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### Additional Course Requirements - 18 Credits - 270 Contact Hours

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**TOTAL** | | 122.0 | 1545 | 120 | 630 |

*Some courses may be completed/required to be completed via the online delivery method.

**Subject areas permissible for PRQ 277 course credit include:** Humanities: including, literature, philosophy, logic, foreign language, art, music appreciation, and communications, including rhetoric, composition, and speech; but excluding business communications, spelling, letter writing, and word study; Mathematics and the Sciences: including biology, chemistry, physics, geology, astronomy, and mathematics theory and analysis, including algebra, trigonometry, geometry, calculus, and other advanced mathematics courses, but excluding business mathematics and basic computations; and Social Sciences: including, history, economics, political science, geography, sociology, anthropology, and general psychology, but excluding courses such as practical psychology, selling techniques and social or business behavior.

The Baccalaureate in Nursing and the Master's in Nursing programs at Brookline College are accredited by the Commission on Collegiate Nursing Education:

655 K Street, NW, Suite 750,
Washington, DC 20001
Telephone: (202) 887-6791
Bachelor of Science in Nursing for Baccalaureate Degree Graduates (Albuquerque only)

122 CREDITS - 2295 CONTACT HOURS - 64 WEEKS

Brookline College’s Second-degree Bachelor of Science in Nursing program allows graduates to be eligible to take the registered nurse licensure examination after only 15-16 months of full-time study. In this program, college graduates’ transition into entry-level nursing roles in a compressed timeframe. Clinical experiences in the hospital, laboratory, and community supplement classroom learning as students develop the skills and competencies to provide nursing care across the healthcare continuum.

Brookline College prepares students in the Bachelor of Science in Nursing program to take certification and/or licensure exams related to their program of study.

Student Learning Outcomes:
Upon completion of the Bachelor of Science in Nursing program, graduates will be able to:

- Utilize the nursing process and critical thinking as tools to make culturally-sensitive patient-centered clinical decisions in all health care settings within systems-based environments.
- Collaborate with patients and other members of the healthcare team in the planning, coordination, and provision of competent care.
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Residential; Blended Program Requirements:

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*Some courses may be completed/required to be completed via the online delivery method.

**Subject areas permissible for PRQ 277 course credit include:** Humanities: including, literature, philosophy, logic, foreign language, art, music appreciation, and communications, including rhetoric, composition, and speech; but excluding business communications, spelling, letter writing, and word study; Mathematics and the Sciences: including biology, chemistry, physics, geology, astronomy, and mathematics theory and analysis, including algebra, trigonometry, geometry, calculus, and other advanced mathematics courses, but excluding business mathematics and basic computations, and Social Sciences: including, history, economics, political science, geography, sociology, anthropology, and general psychology, but excluding courses such as practical psychology, selling techniques and social or business behavior.

***PRQ 177 Courses include the following:** Anatomy and physiology (two courses), carrying a minimum of 6 semester credits; microbiology, a minimum of 3 semester credits; developmental or lifespan psychology, a minimum of 3 semester credits; statistics (in any field of study), a minimum of 3 semester credits.

The Baccalaureate in Nursing and the Master's in Nursing programs at Brookline College are accredited by the Commission on Collegiate Nursing Education:

655 K Street, NW, Suite 750,
Washington, DC 20001
Telephone: (202) 887-6791

Degree RN to Bachelor of Science in Nursing

120 CREDITS - 1815 CONTACT HOURS - 64 WEEKS

RN to baccalaureate programs provides an efficient bridge for diploma and ADN-prepared nurses who wish to develop stronger clinical reasoning and analytical skills to advance their careers. RN to BSN programs build on initial nursing preparation with course work to enhance professional development, prepare for a broader scope of practice, and provide a better understanding of the cultural, political, economic, and social issues that affect patients and influence care delivery. These programs are growing in importance since many professional practice settings, including Magnet hospitals and academic health centers, now require or prefer the baccalaureate degree for specific nursing roles.

Student Learning Outcomes:
Upon completion of the RN to Bachelor of Science in Nursing program, graduates will be able to:

- Utilize the nursing process and critical thinking as tools to make culturally-sensitive patient-centered clinical decisions in all health care settings within systems-based environments.
- Collaborate with patients and other members of the healthcare team in the planning, coordination, and provision of competent care.
- Integrate evidence-based findings into nursing and collaborative practice.
- Promote patient and staff safety utilizing the process of quality improvement based on available evidence.
- Use information and technology for communication, knowledge development, and clinical-decision making.
- Demonstrate leadership behaviors and professionalism when providing care to patients across the lifespan in all health care settings when transitioning from the RN practice role to the BSN practice role.
- Integrate legal, ethical, and professional standards into nursing practice.

Online Program Requirements-

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*PRQ RN to BSN 177 Program Course Prerequisites: Transfer credit applied for successful completion of associate’s degree in nursing program prerequisite courses taken as part of an approved program with a grade of “C” or better. Students may not enroll in this course as it is provided to facilitate the application of block transfer credit.

*PRQ 276 Transfer Credits from ADN: Transfer credit applied for successful completion of associate’s degree in nursing courses taken as part of an approved program with a grade of “C” or better. Students may not enroll in this course as it is provided to facilitate the application of block transfer credit.
Undergraduate Programs School Calendar/Start Dates

Expected graduation dates are subject to change due to a Leave of Absence, repeated course, schedule change or a change of program. All graduation dates are based on full-time enrollment into the program.

2020 Breaks:
Non-Nursing classes are not in session during the summer break from July 6th, 2020 and July 10th, 2020 and the winter break from December 14th through December 25th, 2020. The Campus LRC and other resources will be available during this time.

Semester-Based program breaks occur between each semester: April 20th, 2020 through April 24th 2020, August 17th 2020 through August 24th 2020, and December 14th 2020 through December 25th 2020.

If a scheduled start date falls on an observed holiday (refer to page 5 of this catalog), students will not be expected to be in attendance on that day. Rather, they will need to attend their next scheduled class day after the holiday.
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<tr>
<th>Programs</th>
<th>Nursing for Baccalaureate Degree Graduates</th>
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<th>Health Care Administration, Management</th>
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## Associate Degree Programs

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### Diploma Programs

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## Tempe Campus Residential and Blended Programs

### Bachelor Degree Programs

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## Associate Degree Programs

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# Albuquerque Campus Residential and Blended Programs

## Bachelor Degree Programs

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152
Courses are listed by course code followed by the title, credit hours, contact hours, course descriptions, and prerequisites, if applicable. Brookline College course codes are as follows:


Brookline College also offers two zero-credit foundational courses: EN 074 English and MH 098 - that provide students with the opportunity to refresh or improve their basic skills in mathematics, reading, and writing.

Semester credit hours and prerequisites/co-requisites, when applicable, are noted after each individual course description. Students may only take courses for the program in which they were admitted. Not all courses are offered at all locations.

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**EN 074 – ENGLISH**
0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an intense overview/review of the basic elements of modern English usage. This is a foundational course for students who are not prepared to enroll in EN 144 – English Composition. 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.

**MH 098 – MATH**
0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to introduce students to the foundational concepts of algebra. This is a foundational course for students who are not prepared to enroll in MH 140 – College Mathematics. Topics include: fractions, decimals, ratios, real numbers, graphing, variables, and equations.

**AC 101 - ACCOUNTING I**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides students with an understanding of accounting principles and business ethics along with a working knowledge of GAAP and the accounting process. Students learn to work with financial statements, reconciliation and balance sheets.

**AC 240 - BUSINESS FINANCE**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the foundations of finance and financial reporting with emphasis on business corporations. Topics include criteria for making investment decisions, valuation of financial assets and liabilities, relationships between risk and return, market efficiency, and the valuation of derivative securities. **Prerequisite:** AC 121 - Business Math or MH 140 - College Mathematics.
AP 101 - ANATOMY & PHYSIOLOGY
6.0 credit hours - 105 contact hours
75 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body A & P to informed decision-making and professional communication with colleagues and patients. **Prerequisite:** BI 165 - Introduction to Biology

BA 499 - RESEARCH PROJECT
3.0 credit hours – 45 contact 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.

BI 165 - INTRODUCTION TO BIOLOGY
3.0 credit hours - 45 hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces students to basic topics in biology including cell structure and function, bioenergetics, DNA structure and function, cell reproduction, taxonomy, evolution, and ecology. Emphasis is placed on understanding the basic concepts and terminology.

BIO 175 - ANATOMY AND PHYSIOLOGY I
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides students with basic knowledge of the normal structure and function of the human body, specifically its anatomy and physiology within the context of health and illness. Topics include an introduction to anatomy and physiology, cell structure and function, and the integumentary, skeletal, muscular, nervous, and sensory systems. Emphasis is placed on biological principles essential to understanding the subsequent study of various health conditions and treatments and how these principles affect the whole person. Medical terminology is integrated throughout course content. The student is provided a background for the recognition of deviations from normal structure and function due to disease processes.

BIO 180 - ANATOMY AND PHYSIOLOGY II
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will provide a foundation for more advanced study of the human body within the context of health and illness. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Systems to be covered include: integumentary system, skeletal system, nervous system, endocrine system, cardiovascular system, respiratory system, urinary system, digestive system, and reproductive system. Cultural variations in disease incidence will also be addressed. **Prerequisite:** BIO 175 - Anatomy and Physiology I

BIO 205 - PATHOPHYSIOLOGY
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to introduce the student to pathophysiologic concepts related to altered biological processes affecting individuals across the lifespan and is built on the general principles of health maintenance. A global approach to disease is emphasized. The course builds on principles from anatomy, physiology, chemistry, and microbiology. **Prerequisite:** BIO 175 – Anatomy and Physiology I, BIO 180 Anatomy and Physiology II
BI 300 - INTRODUCTION TO GENETICS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
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.

BU 175 - BUSINESS COMMUNICATIONS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to help students with both verbal and written communication skills in the business environment. Grammar, effective communication techniques, speaking and presentation skills, and letter writing, will be addressed in this class.

BU 176 - BUSINESS PRINCIPLES
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the fundamental characteristics and functions of modern business. Business principles, marketing, ethics, risks, and a historical review of business development, including the viewpoints of various ethnic groups.

BU 177 - MANAGEMENT
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces the student to the basic management methodology and techniques used in organizing and maintaining an effectively run business or department. Personnel management, budgeting, staffing, and evaluation of work flow will be discussed.

BU 210 - HUMAN RESOURCE MANAGEMENT
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers human resource planning, staffing, training, compensating, and appraising employees in labor-management relationships.

BU 211 - SMALL GROUP COMMUNICATION FOR BUSINESS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on the principles and processes of communications within working groups. Students will also learn skills for participation and leadership in small group settings including problem-solving, decision-making, and information sharing.

BU 215 - CUSTOMER SERVICE CONCEPTS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on customer service and its key role in business operations. Topics covered include how to assess verbal and nonverbal communication, setting a climate of service excellence, encouraging customer loyalty, assisting difficult customers, and working through conflicts.

BU 240 - CRITICAL THINKING AND DECISION MAKING
3.0 credit hours - 45 contact hours
45 hrs. Lecture 0 hrs Lab 0 hrs Practicum
This course helps prepare students to deal rationally, creatively, and effectively with the ever-increasing challenges and problems in the business world. Students will learn techniques to develop their practical and analytical abilities. The students will be equipped with concrete skills which allow the student to solve individual, as well as, organizational problems.
BU 279 - MARKETING
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on understanding the market in a dynamic environment, consumer buying behavior, pricing concepts and strategies, marketing channels and logistics, marketing research, and integrated marketing communications.

BU 280 - QUALITY MANAGEMENT
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the concepts of quality as they relate to service, products, and the employee. Also included are the history, rationale, and basic principles of quality in management. **Prerequisite:** BU 176 - Business Principles or BU 177 - Management.

BU 299 - BUSINESS LAW
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers law and the judicial system followed by a study of contracts, warrants, and product liability, consumer protection, real property, landlord and tenant, agency and employment partnerships, and corporations.

CHM 100 - GENERAL CHEMISTRY
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
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.

CHM 320 - ORGANIC CHEMISTRY
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces the physical and chemical properties of alkanes, alkenes, alkynes, and alcohols. This course emphasizes organic nomenclature, syntheses, stereochemistry, and reaction mechanisms. The laboratory utilizes common techniques associated with the preparation, purification, and chemical characterization of organic compounds. Laboratory included. **Prerequisite:** Satisfactory completion of CHM 100 General Chemistry.

CHM 340 – PRINCIPLES OF BIOCHEMISTRY
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
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.

CJ 100 - CRIMINAL JUSTICE SYSTEM
3 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course of instruction is designed to provide the student with an overview of the American criminal justice system. It will examine the organization and jurisdiction of local, state, and federal law enforcement; judicial and corrections systems; their history and philosophy; career opportunities and qualifying requirements; terminology and constitutional limitations of the system.

CJ 105 - CORRECTIONS
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course of instruction provides the basis of historical development and presents philosophies in the handling of those who fall outside accepted norms of behavior. It outlines the development of dealing with unacceptable behavior, from tribalism to the emergence of imprisonment as a form of punishment.

**CJ 112 - CRIMINOLOGY**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will focus on an overview of criminology issues. Students will learn what criminology is, why we study it, and how it relates to their careers as criminal justice professionals. Specifically, the course will cover the definition of criminology, the competing theories of criminal behavior, the relationship between mental disorder and criminal offending, and crime specific issues surrounding murder, assault, rape, the drug and sex trades, organized criminal activity, and white-collar crime.

**CJ 116 - PRIVATE SECURITY**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course describes the history and the development of the Private Service industry within the United States as well as the need for private security as an augmentation to the official police. The student will demonstrate a practical working knowledge of the functions and techniques of being a Private Security Officer.

**CJ 122 - COMMUNICATIONS IN CRIMINAL JUSTICE**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides students with instruction in the interpersonal communication skills needed in the criminal justice field. Basic communication skills are included as well as interviewing, interrogating, courtroom demeanor and conflict resolution skills.

**CJ 126 - CRIMINAL INVESTIGATIONS**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will provide the student with an introduction to the theory of criminal investigation, to include the examination of crime scene procedures, case preparation, interviewing, and basic investigative techniques. It will also focus on investigating specific offenses; methods for identifying, collecting and preserving evidence; establishing elements of crimes; and connecting the suspects to the crime.

**CJ 212 - JUVENILE JUSTICE**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course covers the history and development of juvenile justice, theories, procedures, and institutions concerned with juvenile justice rehabilitation and incarceration.

**CJ 250 - CONTEMPORARY ISSUES IN CRIMINAL JUSTICE**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course examines the influence and impact of legal, civic, and political issues on the criminal justice system. Students will analyze situations to identify key issues and discuss possible outcomes and solutions related to various issues.

**CJ 260 - PROCEDURAL CRIMINAL LAW**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course is concerned with the understanding of procedural criminal law. It examines the rationale underlying major court decisions, the procedural requirements that stem from these decisions and their effects on the daily operations of the criminal justice system.

**CJ 265 - PRIVATE INVESTIGATIONS**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course of instruction introduces the student to the field of private investigations. The course will focus on licensing requirements, business structures, investigative procedure in the private sector, and specialized fields of investigation. The student will compare and contrast the role of the private investigator with law enforcement and private security. The student shall assess the specific skills required to operate a licensed investigation firm.

**CJ 270 - SUBSTANTIVE CRIMINAL LAW**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course covers the philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definitions of crimes, and common defenses utilized. This course also focuses on specific offenses and the essential elements of each offense.

**CJ 282 - ETHICS IN CRIMINAL JUSTICE**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course examines ethical dilemmas faced by criminal justice professionals. It includes ethical issues in policing, corrections and the courts. Students will learn to weigh ethical considerations and will learn ethical decision-making.

**CJ 290 - TERRORISM**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course describes the history and evolution of terrorism with a worldwide perspective. It addresses the impact of terrorism on the major geographical areas of the world and terrorism around the world. The student will look at the means of countering terrorism, personal protection, and review the projection of terrorist activities well into the 21st century.

**CJ 300 - SUPERVISION AND MANAGEMENT IN CRIMINAL JUSTICE**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides a study of theories and principles of supervision as applied to criminal justice agencies. Topics include organization, leadership, motivation, human resources flow, and managerial ethics.

**CJ 320 - DELINQUENCY PREVENTION AND CONTROL**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course explores popular perspectives of juvenile delinquency and the systems established as a response. Topics include ways to assist individuals, families, and communities, historical developments and contemporary issues, theories, and ways in which issues of diversity feature in the construction, perception, and responses to juvenile delinquency.  
*Prerequisite:* CJ 212 – Juvenile Justice.

**CJ 330 - LOSS PREVENTION/ASSET PROTECTION**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course is an overview of principles and issues in security management. Students examine the challenges embodied in various aspects of security such as personnel, facility, and information. Principles of loss prevention and the protection of assets are examined.  
*Prerequisite:* CJ 116 – Private Security.

**CJ 350 - CORRECTIONAL STRATEGIES**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course introduces students to the ideas and practices characteristic of modern corrections. Topics include correctional ideology, correctional practice, and the development of personal skills applicable to the corrections field. The goals of punishment, restorative and retributive justice, the impact of terrorism on facility management, prison and sentencing reform, professional credentialing, and capital punishment are also explored.  
*Prerequisite:* CJ 105 – Corrections.

**CJ 360 - COMPUTER-BASED CRIME**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course explores issues such as information assurance, federal and state laws, cyber harassment, cyberporn, cyber fraud, intellectual property, and privacy. Current and future issues of cybercrime are reviewed, and the historical and technical roots of the Internet and cybercrime are outlined.

CJ 380 - ORGANIZED CRIME
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will explore the concept of organized crime, its definition, theories that explain it, the historical foundation for its evolution and development, and the current status of criminal groups in today's society. Drug trafficking, emerging organized crime groups, participants (both domestic and foreign), political and corporate alliances, and methods for controlling it will be examined.

CJ 400 - RACE, ETHNICITY AND CRIME IN AMERICA
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an overview of the problems and promises of cultural diversity in the criminal justice system. Topics include the different minority groups as they relate to law enforcement officers, interactions within the courts and correctional agencies, the unique problems and issues each minority group faces, and how multiculturalism affects officials working within the criminal justice system.

CJ 410 - LEGAL RESEARCH
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will examine the quantitative and qualitative methods of research that are commonly used in criminal justice. Topics will include theory in research, survey research, experiments, observational/field work, and interview studies. Also covered are methods of inquiry, causality, sampling, research instrument design, data collection, coding, ethics, and statistics, and presenting research.

CJ 420 - CORRECTIONS LAWS AND LIABILITY
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the criminal law as a device for defining and controlling harmful behavior. Topics will include the most common crimes prosecuted in American courts, including homicide, sexual assault, theft, and crimes against public order and morals. Students will obtain an understanding of the nature, origins, and purposes of criminal law, the general principles of criminal liability, complicity and vicarious liability, as well as the defenses to liability. Prerequisite: CJ 270 – Substantive Criminal Law.

CJ 430 - CRIMINALISTICS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the crime scene investigation process and the role of the professional forensic scientist. Topics include crime scene procedures, the recognition, collection, preservation and analysis of physical evidence including fingerprints, shoe impressions, DNA, firearms evidence, and questioned documents. Prerequisite: CJ 126 – Criminal Investigations.

CJ 440 - VICTIMOLOGY
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the sources of violence and its effects on people and situations. Providing different perspectives on the causes of victimization, it also discusses how violence breeds. It examines the social and environmental factors that influence victimization, offender-victim relationships, and legal and behavioral responses to victims. Additional topics covered include domestic violence, stranger violence, workplace violence and victimization, school violence and victimization, and criminal victimization.

CJ 460 - VIOLENCE IN AMERICA
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines violence in a wide variety of settings including inside the family, school, and workplace. Topics include violence in the United States, sexual crimes and violence, serial and mass murder, child violence, terrorism, institutional violence, and violence and policy implication.

CO 215 - INTERPERSONAL COMMUNICATIONS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Interpersonal communication is a complex interplay of social, psychological, and cultural variables that underlies the foundation of human interaction. This course will examine basic concepts, theories, and research findings about communication and the role it plays in initiating, developing, maintaining, and terminating relationships. The course is designed to increase your understanding and implementation of effective interpersonal communication skills. Students focus on the ways in which verbal and nonverbal communication impact various types of relationships. The course requires students to participate in written and verbal activities designed to develop and improve interpersonal skills.

CO 415 - MULTI-CULTURAL COMMUNICATIONS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on transcultural issues and social patterns. Students will examine cultural values and traditions including the work ethic, authority, leisure, family life, and religious issues affecting the communication styles of selected cultures.

CP 100 - WORD PROCESSING AND PRESENTATIONS
3.0 credit hours - 60 contact hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course is designed to introduce the student to the basics of word processing and the manipulation and electronic presentation of material for the purposes of disseminating information and communicating to individuals or groups. Students will create a variety of documents and presentation formats. Keyboarding for speed and accuracy will be practiced.

CP 101 - SPREADSHEETS AND DATABASES
3.0 credit hours - 60 contact hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course covers basic computer skills associated with spreadsheet creation and use. It will introduce students to the principles and techniques required for database design. The skills learned will be applied to the development of tables, forms, reports, templates, and custom form letters. Emphasis will be placed upon the application of these tools to improve the speed and accuracy of calculations, forecasting, and projections.

CST 101-CST Prep
3.0 credit hours- 45 contact hours
45 hrs. Lecture 0 hrs. Lab 0 hrs. Practicum
This course is designed to prepare the Surgical Technology students for the NBSTSA certification exam. A comprehensive review of the technical course work, practice examinations, and test taking strategies. Co-requisite: Satisfactory completion of STM 203 Clinical Externship.

DA 101 - ANATOMY, HEAD AND NECK ANATOMY, TOOTH MORPHOLOGY, AND PHARMACOLOGY
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
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 credit hours - 80 contact hours
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 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
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**
3.5 credit hours – 72.5 contact hours
32.5 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will introduce the students to the roll 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 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
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 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
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 credit hours – 80 contact hours:
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
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 credit hours – 80 contact hours
0 hrs Lecture 0 hrs Lab 180 hrs Practicum
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:** Satisfactory completion of DA Modules 101 through 107

**EN 144 - ENGLISH COMPOSITION**
EN 155 – SCHOLARLY WRITING
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course of instruction is designed to introduce the fundamentals and processes of college writing and reading comprehension. Topics include strategies for writing, including prewriting and thesis construction; stylistic writing, such as narratives and descriptive pieces; analytic and argumentative writing; and a brief review of grammatical rules.

GO 200 - GEOGRAPHY
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces students to concepts and tools in geography and the major subfields of geography, including physical geography, population geography, cultural geography, political geography, economic geography, urban geography, and regional geography. In addition, it affords an overview of the major world regions.

HA 100 - MEDICAL TERMINOLOGY
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

HA 101 - HEALTH INFORMATION MANAGEMENT AND DATA SYSTEMS
3.0 semester credits – 45 contact hours
45 lecture hours 0 Lab hours 0 practicum hours
This course will provide students with an innovative approach and foundation to the growing career field of health information management. Students will learn essential knowledge in the area of electronic health records, healthcare law, reimbursement and classification systems, healthcare statistics, quality case management and healthcare management. Learning outcomes will be achieved utilizing simulated administrative EHR Systems.

HA 110 - ELECTRONIC MEDICAL RECORDS
3.0 credit hours - 60 contact hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
The course introduces students to the design and use of health databases and database management systems and explores uses of medical record systems. An examination of the application of databases to clinical and managerial transactions is also included.

HA 200 - ANATOMY AND PHYSIOLOGY
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides a comprehensive look at the human body’s structure and functions. Topics include how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs and the endocrine system are also presented. Several diseases and disorders are discussed, and as well as the cause, detection, and treatment of them.

HA 204 – HEALTH CARE ORGANIZATIONS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will help students understand how health care system is structured and how the different components of the system interact with one another. The students will also explore critical issues facing health care in its ever-changing environment and to gain a sense of the complex multidimensional nature of health care delivery in the United States.

HA 205 – HEALTH CARE ECONOMICS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course uses microeconomic tools to analyze health care system in the U.S. issues including health care demand and supply, cost-benefit analysis and cost-effectiveness analysis are studied. Health insurance and the government’s role in providing financing and regulating the health care industry are discussed as well.

HA 206 – INTRODUCTION HEALTH CARE ACCOUNTING
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will introduce the basic tools of accounting including accounting terminology and standard processes in the field of accounting. The purpose of this class is to understand and apply the accounting concepts in the context of health care environment so that the decision make can make sound judgments regarding accounting analyses performed by others.

HA 207 – HEALTH CARE FINANCE
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course prepares students to understand and apply financial techniques in health care decision making. The specific topics will include financial projections, cost-volume-profit analyses, performance measures, special decisions such as dropping or adding programs and services, costing and pricing of health care services and contracts, and cost allocation.

HA 209 – DIVERSITY AND CULTURE IN HEALTH CARE
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course offers and overview of the demographic issues and cultural dimension of human systems, including worldview, kinship and social organization, health care beliefs, and rules of reciprocity. The goal of this course is to prepare health care administrators to deal with the wide variety of culture rules and norms that are often presented in providing systems of care for diverse populations.

HA 210 - MEDICAL LAW AND ETHICS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course starts by explaining why it is important that health care practitioners understand medical law and ethics. We then cover the basics: civil and criminal law, lawsuits and malpractice, negligence, and contracts. Other topics include patient confidentiality, employer/employee issues, and structure of medical practices, the role of the physician in death and dying issues, bioethical issues, and the impact of the Health Insurance Portability and Accountability Act (HIPAA) on medical practices.

HA 211 – HEALTH CARE MARKETING AND CUSTOMER SERVICE
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an overview of basic marketing concepts such as product, pricing, promotion, and distribution and the application of these concepts in different health care settings. This course will also provide a clear understanding of concepts including understanding customer needs, retaining customers, and expanding market share, and providing customer service.

HA 215 – INTRODUCTION TO HEALTH CARE INFORMATION SYSTEMS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an overview of health care information systems. Topics include applications of information systems, commercial vendors, decision support systems, technologies, analysis, design, implementation, and evaluation.

**HA 220 - INTERPERSONAL COMMUNICATIONS IN HEALTHCARE**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course focuses in all dimensions of communication between people including verbal and non-verbal communication and communication between and among groups especially healthcare workers. Special emphasis is on the influences of culture on communication, development of effective listening skills, conflict management, therapeutic communication, and communicating with special needs clients.

**HA 240 - MEDICAL OFFICE ADMINISTRATION**  
3.0 credit hours - 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
This course provides students with a comprehensive overview of the administrative tasks regularly carried out in a medical office. This course discusses the effective handling and accessing of medical records, HIPAA Privacy and Security Rules, and how the HIPAA Transaction and Code Sets Standards affect insurance claims. A wide range of health plans are identified, and the function of information technology and the use of computer programs in medical offices are discussed. Students will demonstrate the correct use of medical terminology, proper communication, and interpersonal skills in the office, and the use and timing of numerous medical office reports. Other topics include purchasing and inventory, medical laws, medical ethics, medical coding, and billing patients and insurers.

**HA 300 – WELLNESS EDUCATION**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will provide an understanding of physical, mental, emotional, and environmental health. Emphasis will be placed on lifestyles, risk factors, and preventing disease and illness with a total wellness lifestyle. This class will also examine the long-term care issues in the context of aging population.

**HA 301 – LEGAL ASPECTS/LEGISLATION IN HEALTH CARE**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course explores issues within the health care industry that have undergone recent or controversial legislation. In-depth topics include professional ethics, informed consent, death and dying, abortion, new methods of reproduction, organ transplantation, mass screening, and the ethics of biomedical research.

**HA 302 – MANAGEMENT OF HUMAN RESOURCES**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course explores the management of human resources so as to provide the health care manager with a framework for human resource planning and decision-making. Topics include health care job analysis, recruitment, selection, placement, retention, training and development, performance appraisal, compensation, employee relations, and unions.

**HA 303 – PUBLIC POLICY IN HEALTH CARE**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course closely examines current public health care policies in the U.S. Topics include health care reform, medical care policy, the policymaking process and players, public health care financing, medical technology and policy, inequalities in health care, and the future of the U.S. health care system.

**HA 304 – GLOBAL HEALTH CARE SYSTEMS**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course develops a framework for evaluating international health systems and the populations they serve. Topics include advantages and disadvantages of different health care systems, including the influences upon its evolution, global research and its practices, administrative policies, financial structures, and provision of medical services. Students review primary topics of global health concern.
HA 400 – HEALTH CARE PLANNING AND IMPLEMENTATION
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces popular theoretical models for planning effective health intervention programs and methods for implementing and evaluating those programs. Students identify, gather, and utilize data for a program of their choice and tailor interventions to special populations and workplaces. All significant activities of the program planning, and implementation process will be undertaken.

HA 401 – ORGANIZATION BEHAVIOR AND LEADERSHIP
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to make students familiar with the fields of organizational theory and organizational behavior and their applications in the health care organizational setting. Topics covered include organizational structure, design, communications, culture and group behavior, effectiveness of team effort, motivation, managing innovations and leadership.

HA 403 – ADVANCED FINANCIAL MANAGEMENT
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course presents concepts and methods of finance management in the context of today's health care industry that will help leaders make better business decisions. Topics include risk and return, asset valuation, capital budgeting, capital structure, business financial planning and working capital management, financial planning and working capital management, financial statement analysis, financing for profit and non-profit organizations, financial investments, contracting challenges, and physician practice models. Prerequisite: HA 206 – Introduction to Health Care Accounting

HA 406 – BUSINESS POLICY AND STRATEGY
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces students to the concepts and tools of strategic management and strategic decision-making in the context of health care. Topics include vision, mission, strategic plan, goals, objectives, and action plan via the analysis of selected cases.

HA 411 – HEALTH CARE SYSTEMS ANALYSIS AND DESIGN
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
A comprehensive introduction to the planning, design, and construction of health care information systems, using the systems development life cycle and other appropriate design tools.

HA 412 – QUALITY MANAGEMENT AND HEALTH CARE STATISTICS
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an overview of applications of health care statistics and quality assessment tools. Topics include explaining the use of CQI tools and methods used in data management, i.e. Pareto diagram, control charts, trend charts, and surveys, etc. and JCAHO’s role in quality improvement.

HA 413 – CURRENT ISSUES IN HEALTH INFORMATION MANAGEMENT
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will provide a survey of current and controversial topics at the intersection of information systems and health care. Topics may include cyberspace laws, archives & records management policy, health education, drug information programs, health sciences records administration, clinical decision making and medical information.

HA 499 – HEALTH CARE ADMINISTRATION CAPSTONE
3.0 credit hours - 45 contact 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.

**HU 200 - HUMANITIES**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to provide students with an overview of art history, beginning with an analysis of art and society, as well as the language of art. Using this foundation, the course explores works derived from the Prehistoric, Egyptian, Aegean, early Greek, Etruscan, ancient Roman, early Christian and Byzantine, and Middle Ages. Other periods include Romanesque, Gothic and the fourteenth and fifteenth-century Italian Renaissance.

**LA 100 - LEGAL RESEARCH AND WRITING I**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers concepts such as the principles and skills of writing case briefs with a focus on basic legal research sources and techniques, critical thinking, and computer-assisted legal research.

**LA 101 - LEGAL ASSISTING**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course introduces concepts such as the role and definition of a legal assistant, ethical responsibilities, professionalism, critical thinking, communication issues in the field, office procedures and organization, basics of briefing and citations, introduction to the law and interpretation of it, and elements of cases and trials, including pretrials.

**LA 110 - TORTS AND LITIGATION I**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the concepts in tort law, including negligence, product liability, non-physical injuries and their solution and defenses, and introduces causes of action.

**LA 115 - FAMILY LAW**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the concepts and forms used in family law. Students practice drafting documents and applying proper documents to given situations.

**LA 120 - SPECIALTY PRACTICE FORMS**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers forms and document drafting for a variety of specialty practice areas including bankruptcy, real estate and business organizations.

**LA 125 - LAW OFFICE MANAGEMENT**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers proper procedures, skills and demeanor necessary for managing a law office including filing, correspondence, software, ethics and dress. It also includes practical communication skills for paralegals.

**LA 200 - CONTRACTS**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers the concepts in contract law, including applicable case law, language and formation of contracts, and enforceability. In addition, students will learn to understand breach of contract and the legal defenses associated with it.

**LA 210 - ESTATE PLANNING AND PROBATE**
This course covers concepts such as the drafting of wills and trusts, administration of estates, probate proceedings, family law, estate tax returns, and ethics of the fund manager.

LA 216 - TORTS AND LITIGATION II
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course uses a tort law case to cover the civil litigation process from pre- to post-trial, including demand letters, alternative dispute resolution, discovery, evidence and motions. **Prerequisite:** LA 110 - Torts and Litigation I.

LA 220 - LEGAL RESEARCH AND WRITING II
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers concepts of advanced legal writing and research, such as persuasive writing, critical thinking, motion practice, drafting letters, briefing case law, and document control and organization. **Prerequisite:** LA 100 - Legal Research and Writing I.

LA 290 - EXTERNSHIP
3.0 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
Students will spend 160 hours in a legal assisting capacity in a legal environment. Students will utilize the skills learned in the program and gain practical experience in a real legal environment. **Prerequisite:** Satisfactory completion of all other coursework in the student’s program of study.

LA 291 - PORTFOLIO PROJECT (Online Students Only)
3.0 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
Students will complete an in-depth portfolio project that follows real-world law office experiences. Students will utilize skills learned in the program and gain practical experience in a virtual law office environment. **Prerequisite:** Satisfactory completion of all other coursework in the student’s program of study.

LI 310 - CONTEMPORARY LITERATURE
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course analyzes the concepts and values found in contemporary American literature. Students will read and discuss selected works.

MA MODULE D –CLINICAL MEDICAL ASSISTANT DUTIES (Prior to June 3, 2019)
4.0 credit hours – 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide concepts and skills involved in clinical medical assisting duties including assisting with vital signs, physical examinations, medical specialties, eye and ear care, pediatrics and minor surgery. The course also covers other minor treatments involving orthopedics and rehabilitation. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

MA MODULE D –CLINICAL MEDICAL ASSISTANT DUTIES (As of June 3, 2019)
4.0 credit hours – 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide concepts and skills involved in clinical medical assisting duties including assisting with vital signs, physical examinations, medical specialties, eye and ear care, pediatrics and minor surgery. The course also covers other minor treatments involving orthopedics and rehabilitation. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Satisfactory completion of Med A.

MA MODULE E – THE MEDICAL LABORATORY (Prior to June 3, 2019)
4.0 credit hours – 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with the necessary skills and concepts involving the basic laboratory and clinical diagnostic procedures. It will also cover the practice of accepted procedures of transporting, accessioning and processing specimens. The course will also cover collection procedures, supplies and equipment used in the medical laboratory, as well as phlebotomy procedures. Professionalism in dress, behavior and attitude are presented throughout the program.

**Prerequisite:** Satisfactory completion of Module A and Module B.

**MA MODULE E – THE MEDICAL LABORATORY (As of June 3, 2019)**

4.0 credit hours – 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module will provide students with the necessary skills and concepts involving the basic laboratory and clinical diagnostic procedures. It will also cover the practice of accepted procedures of transporting, accessioning and processing specimens. The course will also cover collection procedures, supplies and equipment used in the medical laboratory, as well as phlebotomy procedures. Professionalism in dress, behavior and attitude are presented throughout the program.

**Prerequisite:** Satisfactory completion of Module A and Module B.

**MA MODULE F - PHARMACOLOGY (Prior to June 3, 2019)**

4.0 credit hours – 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module will provide students with the necessary skills and concepts involving the pharmaceutical principles, as well as, administering medications. Professionalism in dress, behavior and attitude are presented throughout the program.

**Prerequisite:** Satisfactory completion of Module A.

**MA MODULE F - PHARMACOLOGY (As of June 3, 2019)**

4.0 credit hours – 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module will provide students with the necessary skills and concepts involving the pharmaceutical principles, as well as, administering medications. Professionalism in dress, behavior and attitude are presented throughout the program.

**Prerequisite:** Satisfactory completion of Module A and Module B.

**MA MODULE G - ELECTROCARDIOGRAPHY (Prior to June 3, 2019)**

4.0 credit hours – 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module presents the theory and procedures of electrocardiogram (EKG) applications, as well as, the legal and ethical responsibilities related to EKG. A brief review of the heart structures, blood vessels and the blood flow through the heart is also presented. The module further covers basic radiological concepts as they relate to contrast media and procedures. Professionalism in dress, behavior and attitude are presented throughout the program.

**Prerequisite:** Satisfactory completion of Module A and Module B.

**MA MODULE G - ELECTROCARDIOGRAPHY (As of June 3, 2019)**

4.0 credit hours – 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module presents the theory and procedures of electrocardiogram (EKG) applications, as well as, the legal and ethical responsibilities related to EKG. A brief review of the heart structures, blood vessels and the blood flow through the heart is also presented. The module further covers basic radiological concepts as they relate to contrast media and procedures. Professionalism in dress, behavior and attitude are presented throughout the program.

**Prerequisite:** Satisfactory completion of Module A and Module B.

**MA MODULE H - PRACTICUM (Prior to June 3, 2019)**

3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum

This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program.

**Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, Module C Medical Office Administration, MA Module D Clinical Medical Assistant Duties, MA Module E The Medical Laboratory, MA Module F Pharmacology, MA Module G Electrocardiography.

**MA MODULE H - PRACTICUM (As of June 3, 2019)**
3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Med A Foundations of Allied Health, Module C Medical Office Administration, MA Module D Clinical Medical Assistant Duties, MA Module E The Medical Laboratory, MA Module F Pharmacology, MA Module G Electrocardiography.

**MCR 130 - INTRODUCTION TO MICROBIOLOGY**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course deals with the fundamentals and applied principles of microbiology. Special emphasis is directed toward the properties of microorganisms and their effect on health. Major instructional areas of the course include microbial structure and function, chemotherapeutics including antibiotics and antivirals, immunology and immunopathology, medical bacteriology, virology, mycology, and parasitology. Additional emphasis will be placed on demonstration experiences related to nosocomial infections, resistant strains, and collection of cultures for Gram stain and Culture and Sensitivity.

**Med A – FOUNDATIONS OF ALLIED HEALTH**
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is an introduction to allied health occupations, associated educational and credentialing requirements, and employer expectations in the allied health profession. This course also covers the introduction to medical terminology, basic anatomy and physiology, an orientation into OSHA and HIPAA measures and guidelines, infection control, and measurement of vital signs.

**MG 300 - MANAGEMENT CONCEPTS**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Practical application of principles of management theory in the context of business, society, and contemporary management issues will be discussed. Emphasis is placed on developing an understanding of what kinds of management styles and organizational structures can be used to execute different business strategies. Cases and examples of familiar organizations are used.

**MG 302 - MANAGEMENT COMMUNICATIONS**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides an opportunity for students to improve their writing skills emphasizing clarity, conciseness, and comprehensiveness of communication. Enhancing the student’s oral communications and presentation skills is an integral part of this course.

**MG 304 - ORGANIZATIONAL BEHAVIOR**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course addresses issues of immediate relevance to organizational managers for improving personal and organizational effectiveness. Classical and contemporary theories will be used to examine issues in organizational behavior.

**MG 306 - PRINCIPLES OF BUSINESS FINANCE FOR MANAGEMENT DECISION MAKING**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers financial information as used in organizations and emphasizes the qualitative and quantitative measures used in financial decision making.

**MG 308 - LEGAL ENVIRONMENT OF BUSINESS**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course reviews business law with an emphasis on the restraints placed upon businesses in their relationships with suppliers, customers, and government agencies. Globalization’s effect on copyright and other intellectual property regulations is included.

**MG 310 - HUMAN RESOURCES AND DIVERSITY**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course concentrates on the relationship between management and a diverse workforce, human resources development roles, staffing, ethics in diversifying the workplace, and other contemporary human resource issues.

**MG 320 - ECONOMICS**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course centers on economics and its relationship to management.

**MG 370 - STRATEGIC PLANNING**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course focuses on the various types of planning necessary for maintaining the vitality of today’s organization. Students will investigate the roles and processes of strategic, operational and tactical planning. Techniques for measuring effectiveness are an integral part of this course.

**MG 410 - SOCIAL RESPONSIBILITY IN MANAGEMENT**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course examines the organization in relation to its stakeholders and social responsibility.

**MG 432 - LABOR AND MANAGEMENT RELATIONS**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course is designed to examine theories and applications of the labor-management relationship. Emphasis is on labor organization, structure, collective bargaining, grievance, arbitration, contract administration, and sources and areas of potential labor management disputes and resolutions.

**MG 460 - LEADERSHIP**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will analyze traditional and contemporary leadership theories.

**MG 490 - CURRENT MANAGEMENT ISSUES**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course uses current information sources to explore issues and possible solutions to issues facing management.

**MH 140 - COLLEGE MATHEMATICS**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course of instruction is designed to introduce college mathematical and algebraic concepts to students. Topics include linear equations and inequalities, formulas and applications of algebra, exponents and polynomials, factoring, and rational expressions and equations.

**MH 240 - INTERMEDIATE COLLEGE MATHEMATICS**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will emphasize both abstract concepts and logical thinking through inductive and deductive reasoning, as it covers concepts in both Euclidean and Non-Euclidean geometries. The course is designed to allow students to develop a solid understanding of the foundations of geometry, which include axiomatics and proofs, points, lines, segments, and
angles as well as more advanced concepts that will include an exploration of triangles, quadrilaterals, circles and three-dimensional geometry. **Prerequisite:** MH 140 - College Mathematics

**MIBC MODULE C.1 – INTRODUCTION TO MEDICAL BILLING AND CODING AND HEALTH INSURANCE** (Prior to June 3, 2019)
4.0 credit hours – 80 contact 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, financial record management, health insurance, and medical billing & coding. Students will be introduced to coding programs currently used in the allied health field. **Prerequisite:** Satisfactory completion of Module A and Module B.

**MIBC MODULE C.1 – INTRODUCTION TO MEDICAL BILLING AND CODING AND HEALTH INSURANCE** (As of June 3, 2019)
4.0 credit hours – 81 contact hours
41 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, financial record management, health insurance, and medical billing & coding. Students will be introduced to coding programs currently used in the allied health field. **Prerequisite:** Satisfactory completion of Module A.

**MIBC MODULE D.1 – SENSORY, INTEGUMENTARY, ENDOCRINE, AND NERVOUS SYSTEMS** (Prior to June 3, 2019)
4.0 credit hours – 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide students with the necessary skills and concepts required to perform medical billing and coding using the medical coding system. It will cover diagnostic coding (ICD-10, CPT and HCPCS). Students will also become familiar with medical terminology. Students will become familiar with insurance claims (Blue Cross, and Blue Shield) and electronic billing. This course will cover the following body systems: sensory, integumentary, endocrine, and nervous. **Prerequisite:** Satisfactory completion of Module A and Module B.

**MIBC MODULE D.1 – SENSORY, INTEGUMENTARY, ENDOCRINE, AND NERVOUS SYSTEMS** (As of June 3, 2019)
4.0 credit hours – 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide students with the necessary skills and concepts required to perform medical billing and coding using the medical coding system. It will cover diagnostic coding (ICD-10, CPT and HCPCS). Students will also become familiar with medical terminology. Students will become familiar with insurance claims (Blue Cross, and Blue Shield) and electronic billing. This course will cover the following body systems: sensory, integumentary, endocrine, and nervous. **Prerequisite:** Satisfactory completion of Module A.

**MIBC MODULE E.1 – URINARY, FEMALE AND MALE REPRODUCTIVE SYSTEMS** (Prior to June 3, 2019)
4.0 credit hours – 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide students with the necessary skills and concepts required to perform medical billing and coding using the medical coding system. It will cover diagnostic coding (ICD-10, CPT and HCPCS). Students will also become familiar with medical terminology. Students will become familiar with insurance claims and electronic billing. This course will cover the following body systems: urinary, female and male reproductive. It will also cover anesthesia and modifiers. **Prerequisite:** Satisfactory completion of Module A and Module B.

**MIBC MODULE E.1 – URINARY, FEMALE AND MALE REPRODUCTIVE SYSTEMS** (As of June 3, 2019)
4.0 credit hours – 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide students with the necessary skills and concepts required to perform medical billing and coding using the medical coding system. It will cover diagnostic coding (ICD-10, CPT and HCPCS). Students will also become familiar with medical terminology. Students will become familiar with insurance claims and electronic billing. This course will cover the following body systems: urinary, female and male reproductive. It will also cover anesthesia and modifiers. **Prerequisite:** Satisfactory completion of Module A.

**MIBC MODULE F.1 – CARDIOVASCULAR, CIRCULATORY, HEMIC, LYMPHATIC, BLOOD AND RESPIRATORY SYSTEMS**
4.0 credit hours – 80 contact hours (Prior to June 3, 2019)
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide students with the necessary skills and concepts required to perform medical billing and coding using the medical coding system. It will cover diagnostic coding (ICD-10, CPT and HCPCS). Students will also become familiar with medical terminology. Students will become familiar with insurance claims and electronic billing. This course will cover the following body systems: cardiovascular, circulatory, hemic, lymphatic, blood and respiratory. It will also cover reimbursement procedures. **Prerequisite:** Satisfactory completion of Module A and Module B.

MIBC MODULE F.1 – CARDIOVASCULAR, CIRCULATORY, HEMIC, LYMPHATIC, BLOOD AND RESPIRATORY SYSTEMS (As of June 3, 2019)
4.0 credit hours – 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide students with the necessary skills and concepts required to perform medical billing and coding using the medical coding system. It will cover diagnostic coding (ICD-10, CPT and HCPCS). Students will also become familiar with medical terminology. Students will become familiar with insurance claims and electronic billing. This course will cover the following body systems: cardiovascular, circulatory, hemic, lymphatic, blood and respiratory. It will also cover reimbursement procedures. **Prerequisite:** Satisfactory completion of Module A.

MIBC MODULE G.1 – MUSCULOSKELETAL AND DIGESTIVE SYSTEMS (Prior to June 3, 2019)
4.0 credit hours – 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide students with the necessary skills and concepts required to perform medical billing and coding using the medical coding system. It will cover diagnostic coding (ICD-10, CPT and HCPCS). Students will also become familiar with medical terminology. Students will become familiar with insurance claims (Medicare) and electronic billing. This course will cover the following body systems: musculoskeletal, and digestive. It will also cover evaluation, management, and radiology. **Prerequisite:** Satisfactory completion of Module A and Module B.

MIBC MODULE G.1 – MUSCULOSKELETAL AND DIGESTIVE SYSTEMS (As of June 3, 2019)
4.0 credit hours – 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide students with the necessary skills and concepts required to perform medical billing and coding using the medical coding system. It will cover diagnostic coding (ICD-10, CPT and HCPCS). Students will also become familiar with medical terminology. Students will become familiar with insurance claims (Medicare) and electronic billing. This course will cover the following body systems: musculoskeletal, and digestive. It will also cover evaluation, management, and radiology. **Prerequisite:** Satisfactory completion of Module A.

MIBC MODULE H – PRACTICUM (Prior to June 3, 2019)
3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, Module C Medical Office Administration, MIBC Module D Medical Billing and Financial Management, MIBC Module E Insurance Processing, MIBC Module F Medical Coding Systems, MIBC Module G Health Information and Record Management.

MIBC MODULE H – PRACTICUM (As of June 3, 2019)
3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Med A Foundations of Allied Health, Module C Medical Office Administration, MIBC Module D Medical Billing and Financial Management, MIBC Module E Insurance Processing, MIBC Module F Medical Coding Systems, MIBC Module G Health Information and Record Management.

MLS 300 – ADVANCED CLINICAL CHEMISTRY
3.0 credit hours - 60 contact hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
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**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
The theory and practical uses of instrumentation and procedures currently used to analyze nucleic acids and proteins are introduced. The theory of current technologies include gene cloning, nucleic acid isolation, PRC and RE-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. **Prerequisite:** Satisfactory completion of BI 165 - Introduction to Biology.

**MLS 315 – LABORATORY OPERATIONS**  
2.0 credit hours – 30 contact hours  
30 hrs Lecture 0 hrs Lab 0 hrs Practicum  
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.

**MLS 405 – ADVANCED HEMATOLOGY**  
3.0 credit hours - 60 contact 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 is the focus of this course. Bone marrow analysis and body fluid procedures are expanded upon. 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:** Satisfactory Completion of MLT 200 Hematology I and MLT205 Hematology II.

**MLS 410 - TRANSFUSION MEDICINE**  
4.0 credit hours – 75 contact hours  
45 hrs Lecture 30 hrs Lab 0 hrs Practicum  
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 credit hours - 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
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:** Satisfactory completion of MLT 105- Microbiology I and MLT 110- Microbiology II.

**MLS 445 – MLS SIM LAB: MICRO/BLOOD BANK**  
4.0 credit hours - 120 contact hours  
0 hrs Lecture 120 hrs Lab 0 hrs Practicum  
In this course, students will apply the information learned during didactic and student lab courses focusing on the areas of Advanced Microbiology and Transfusion Medicine using manual, semi-automated and automated methods available.
in a simulated laboratory setting. Adherence to and evaluation of proper safety, QA/QC, verification and interpretation of data, and instruction of others in procedures will be emphasized. **Prerequisite:** Completion of, concurrent enrollment in, or equivalent of MLS 405 and MLS 420.

**MLS 450 – MLS CLINICAL EXPERIENCE**  
5.0 credit hours – 225 contact hours  
0 hrs Lecture 0 hrs Lab 225 hrs Practicum  
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:** Satisfactory completion of all MLS Technical Coursework with grades of “C” or better.

**MLS 455 – PROFESSIONAL SEMINAR**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
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 credit hours – 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
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.

**MLT 101 – URINALYSIS**  
3.0 credit hours – 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
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 and microscopic laboratories.

**MLT 105 - MICROBIOLOGY I**  
4.0 credit hours – 75 contact hours  
45 hrs Lecture 30 hrs Lab 0 hrs Practicum  
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 credit hours – 75 contact hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
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 115 – ROUTINE HEMATOLOGY
4.0 credit hours – 75 contact hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course introduces the student to hematopoiesis, or the development of blood cells, including erythrocytes, leukocytes and thrombocytes. Students will learn control mechanisms to produce each cell type, stages of maturation, appearance of normal and reactive forms and expected reference ranges based on demographics, age and gender. The role of thrombocytes will be discussed in conjunction with the process of hemostasis, or the balances between blood coagulation and fibrinolysis. Routine laboratory analysis of erythrocytes, leukocytes, thrombocytes, coagulation and fibrinolysis will be explored with supporting hands-on laboratory activities that demonstrate actual clinical laboratory procedures and support learning. **Prerequisite:** Satisfactory completion of BI165 Intro to Biology and MLT 100 Introduction to MLT.

MLT 120 - CLINICAL CHEMISTRY I
4.0 credit hours – 75 contact hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
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 CHM100 - General Chemistry and MLT 100 – Introduction to MLT.

MLT 130 - IMMUNOHEMATOLOGY
4.0 credit hours – 75 contact hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
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 method 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 and MLT170 – Introduction to Immunology.

MLT 135 - CLINICAL CHEMISTRY II
4.0 credit hours – 75 contact hours
45 hrs Lecture 30 hrs Lab 0 hrs Practicum
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 I.

MLT 140 – MLT FIRST LEVEL SIM LAB (Prior to December 30, 2019)
2.5 credit hours – 67.5 contact hours
0 hrs Lecture 67.5 hrs Lab 0 hrs Practicum
In this course, students will apply the information learned during didactic and student lab courses becoming proficient in laboratory techniques associated with basic laboratory techniques and laboratory techniques associated with semesters 1 and 2 of the MLT program using manual, semi-automated and automated methods available in a simulated laboratory.
setting. Adherence to proper safety, QA/QC, and verification and interpretation of routine data will be emphasized.

**Prerequisite**: Completion of, concurrent enrollment in, or equivalent of MLT 100 Introduction to MLT and MLT 101 Urinalysis

MLT 141 – MLT FIRST LEVEL SIM LAB (As of to December 30, 2019)
2.0 credit hours – 67.5 contact hours
0 hrs Lecture 67.5 hrs Lab 0 hrs Practicum
In this course, students will apply the information learned during didactic and student lab courses becoming proficient in laboratory techniques associated with basic laboratory techniques and laboratory techniques associated with semesters 1 and 2 of the MLT program using manual, semi-automated and automated methods available in a simulated laboratory setting. Adherence to proper safety, QA/QC, and verification and interpretation of routine data will be emphasized.

**Prerequisite**: Completion of, concurrent enrollment in, or equivalent of MLT 100 Introduction to MLT and MLT 101 Urinalysis

MLT 170 – INTRODUCTION TO IMMUNOLOGY
2.0 credit hours – 30 contact hours
30 hrs Lecture 0 hrs Lab 0 hrs Practicum
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**: Satisfactory completion of BI 165- Introduction to Biology.

MLT 215 – HEMATOLOGY AND HEMOSTASIS IN DISEASE
3 credit hours – 60 contact hours
30 hrs Lecture 30 hrs Lab 0 hrs Practicum
This course builds on Routine Hematology with a focus on the role blood cells in disease states. Reactive, acquired, inherited, and malignant conditions associated with erythrocytes, leukocytes and thrombocytes are explored, along with inherited and acquired disorders of hemostasis. An introduction to body fluids analysis is also included. Emphasis is placed on the laboratory procedures and techniques used to diagnose disease states associated with hematology and hemostasis. Laboratory exercises are included providing hands-on activities that demonstrate actual clinical laboratory procedures and support student learning. **Prerequisite**: Satisfactory completion of MLT 115 Routine Hematology

MLT 240 – MLT SECOND LEVEL SIM LAB (Prior to December 30, 2019)
2.5 credit hours – 67.5 contact hours
0 hrs Lecture 67.5 hrs Lab 0 hrs Practicum
In this course, students will apply the information learned during didactic and student lab courses becoming proficient in laboratory techniques associated with Hematology and Hemostasis in Disease, Microbiology II, Clinical Chemistry II, and Immunohematology using manual, semi-automated and automated methods available in a simulated laboratory setting. Adherence to proper safety, QA/QC, and verification and interpretation of routine data will be emphasized.

**Prerequisite**: Completion of, concurrent enrollment in, or equivalent of MLT 110 Microbiology II, MLT135 Clinical Chemistry II, MLT 130 Immunohematology, and MLT 205 Hematology II.

MLT 241 – MLT SECOND LEVEL SIM LAB (As of December 30, 2019)
2.0 credit hours – 67.5 contact hours
0 hrs Lecture 67.5 hrs Lab 0 hrs Practicum
In this course, students will apply the information learned during didactic and student lab courses becoming proficient in laboratory techniques associated with Hematology and Hemostasis in Disease, Microbiology II, Clinical Chemistry II, and Immunohematology using manual, semi-automated and automated methods available in a simulated laboratory setting. Adherence to proper safety, QA/QC, and verification and interpretation of routine data will be emphasized.

**Prerequisite**: Completion of, concurrent enrollment in, or equivalent of MLT 110 Microbiology II, MLT135 Clinical Chemistry II, MLT 130 Immunohematology, and MLT 205 Hematology II.

MLT 250 - MEDICAL LABORATORY TECHNICIAN EXTERNSHIP (Prior to December 30, 2019)
9.0 credit hours – 400 contact hours
0 hrs Lecture 0 hrs Lab 400 hrs Practicum
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:** Satisfactory completion of all MLT Technical Coursework with grades of “C” or better.

**MLT 251 - MEDICAL LABORATORY TECHNICIAN EXTERNSHIP (As of December 30, 2019)**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
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</thead>
<tbody>
<tr>
<td>8.5</td>
<td>400</td>
<td>0</td>
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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:** Satisfactory completion of all MLT Technical Coursework with grades of “C” or better.

**MOAB - Medical Terminology with Anatomy and Physiology**

<table>
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<tr>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>81</td>
<td>41</td>
<td>0</td>
<td>400</td>
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This module will discuss the concepts of medical terminology, including prefixes, suffixes and word roots, as well as, abbreviations and symbols. Students will apply the terminology learned with the anatomy and physiology of the body systems, including vocabulary, pathology, diagnostic and therapeutic procedures.

**MOAC - Medical Office Billing and Administration**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
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</thead>
<tbody>
<tr>
<td>4.0</td>
<td>81</td>
<td>41</td>
<td>0</td>
<td>400</td>
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Upon completion of this course, the student will be competent in these areas and will have knowledge to: perform medical billing in a medical office or healthcare setting. Students will learn the duties required for medical billing, along with an understanding of health insurance identification, various methods used in the provider-based billing. Students will learn the steps of the medical claim’s submission process.

**MOAD - Healthcare Front Office Accounting**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
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<tbody>
<tr>
<td>4.0</td>
<td>81</td>
<td>41</td>
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<td>400</td>
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This course will cover an overview of various mathematics utilized in the healthcare profession, students will work through a review of simple mathematics to more complex algebra and geometry exercises. Through this course, students will work within a simulated medical office system to learn how to apply the basic healthcare front office accounting procedures and business statistics.

**MOAE - Medical Office Communication**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
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<tbody>
<tr>
<td>4.0</td>
<td>81</td>
<td>41</td>
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<td>400</td>
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Student will focus and be taught the importance of effective communication with clients and all members of the healthcare team. Subjects of effective communication thought this course will focus on: clients who are stressed, anxious, fearful, angry, aggressive, abused or abusive, and depressed or suicidal. Focus of communication with client that are suffering form: substance use or disorders, life-altering illnesses and clients experiencing loss, grief, dying or death.

**MOAF - Professional Readiness**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
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</thead>
<tbody>
<tr>
<td>4.0</td>
<td>81</td>
<td>41</td>
<td>0</td>
<td>400</td>
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This course will prepare the student for the transition from school to work. Students will learn how to obtain employment in their field of study. Interviewing techniques, resume writing, professionalism, communication skills and job searching will be emphasized.

**MOAG – Clinical Practicum/Externship**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5</td>
<td>160</td>
<td>0</td>
<td>0</td>
<td>160</td>
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</table>
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **PREREQUISITE**: MEDA, MOAB-F,

**MODULE AMT – MEDICAL TERMINOLOGY**
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will discuss the concepts of medical terminology, including prefixes, suffixes and word roots, as well as, abbreviations and symbols. In this course, students learn the anatomy and physiology of the body systems, including vocabulary, pathology, diagnostic and therapeutic procedures. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Equivalent course**: Med A – Foundations of Allied Health or Module A Introduction to Healthcare.

**MODULE A - INTRODUCTION TO HEALTHCARE**
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will discuss the concepts of medical terminology, including prefixes, suffixes and word roots, as well as, abbreviations and symbols. In this course, students learn the anatomy and physiology of the body systems, including vocabulary, pathology, diagnostic and therapeutic procedures. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

**MODULE B - CONCEPTS IN HEALTHCARE**
4.0 credit hours - 80 contact 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.

**MODULE C – MEDICAL OFFICE ADMINISTRATION**
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will discuss the concepts related to the medical office management, including interpersonal relationships, and communication. The lesson also covers descriptions of the patient reception, office facility, equipment and supplies. The course also illustrates appointment scheduling, medical records management and its components, and medical office management. Concepts of professionalism in healthcare will also be discussed. **Prerequisite**: Satisfactory completion of Med A.

**NA 110– NURSING ASSISTANT FUNDAMENTALS**
0.0 credit hours - 77 contact hours
77 hrs Lecture 0 hrs Lab 0 hrs Practicum
This classroom course provides students the foundational knowledge necessary to provide residents with basic nursing care consistent with the role of the certified nursing assistant. The course introduces concepts of anatomy and physiology, basic human needs, the health/illness continuum, and personal care skills. The theory course is integrated with the laboratory course in which skills will be demonstrated in a supervised laboratory setting. The role of the nursing assistant in long-term and other healthcare facilities and in working with various populations is discussed.

**NA 120– NURSING ASSISTANT SKILLS LABORATORY**
0.0 credit hours - 29 contact hours
0 hrs Lecture 29 hrs Lab 0 hrs Practicum
The laboratory course provides the basic skills that are essential for nurse assistant practice. The laboratory course is integrated with the theory course. Students are provided an opportunity to apply acquired knowledge and practice skills in a simulated environment.

**NA 130– NURSING ASSISTANT CLINICAL APPLICATION**
0.0 credit hours - 40 contact hours
The clinical course provides the basic skills that are essential for nurse assistant practice. Students are provided an opportunity to apply acquired knowledge and skills during hands-on experiences within acute and other health care settings as appropriate. **Prerequisite:** Satisfactory completion of NA 110- Nursing Assistant Fundamentals and NA 120- Nursing Assistant Skills Laboratory.

**NUR 201 - INTRODUCTION TO PROFESSIONAL NURSING**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course introduces the student to the fundamental issues in the profession of nursing. Selected concepts include the health care delivery system, role of the professional nurse, communication, culture, nursing process, and critical thinking. Students will also explore regulatory, political, financial, and social aspects of health care as they influence the practice of nursing.

**NUR 202 - FUNDAMENTALS OF NURSING**
5.0 credit hours - 120 contact hours
45 hrs Lecture 30 hrs Lab 45 hrs Clinical
This course focuses on the basic concepts, skills, and values that are essential as a foundation for professional nursing practice. Patient and staff safety and quality of care is emphasized throughout the course. Health promotion, wellness, and health teaching are also stressed as a major role for the professional nurse. Laboratory skills experiences and clinical practice in the long-term care setting allow students to apply the basic concepts that they learn while utilizing the nursing process. **Co-requisite:** NUR 302 - Health Assessment

**NUR 250 – PROFESSIONAL ROLE ENHANCEMENT**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course builds on knowledge previously acquired by the registered nurse and focuses on concepts related to baccalaureate-level nursing practice. Concepts related to the contemporary role of the professional nurse, practice foundations, current dynamics within the health care industry, and changes in practice environments that impact the professional nurse’s role are examined. Students will also explore regulatory, political, financial, and social aspects of health care as they influence the practice of nursing.

**NUR 302 - HEALTH ASSESSMENT**
3.0 credit hours - 60 contact hours
30 hrs Lecture 30 hrs Lab 0 hrs Clinical
This course focuses on the development of interviewing and physical examination skills to provide the learner with a systematic method for collecting and analyzing data using the nursing process. Students will learn the skills necessary to complete and document comprehensive and focused physical, psychosocial, and spiritual assessments as a basis for planning nursing and collaborative care. Laboratory experiences are utilized to integrate theory and skill mastery necessary for the nurse generalist. **Co-requisite:** NUR 202 - Fundamentals of Nursing.
NUR 303 - INFORMATION AND TECHNOLOGY IN NURSING PRACTICE
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course examines information and technology in the delivery of nursing practice and healthcare, including electronic patient records. Students learn how to utilize personal digital assistants (PDA), use APA as a format for scientific writing, and retrieve relevant evidence and other information. Patient safety, privacy, and security issues are emphasized throughout the course.

NUR 304 - GERONTOLOGICAL NURSING
3.0 credit hours - 75 contact hours
30 hrs Lecture 0 hrs Lab 45 hrs Clinical
This course emphasizes a holistic approach to caring for older adults with a strong focus on health and wellness. The role of the professional nurse and interdisciplinary health team in managing special healthcare issues of older adults is also discussed. Students will have the opportunity to interview healthy elders and reflect on their views related to the older population.

NUR 305 - ADULT HEALTH I
7.0 credit hours - 180 contact hours
60 hrs Lecture 30 hrs Lab 90 hrs Clinical
This course focuses on evidence-based nursing care of patients with common acute and chronic health problems in adult medical-surgical settings. Use of the nursing process, patient and staff safety, and quality of care are emphasized throughout the course. Health promotion, wellness, and health teaching are also stressed as a major role for the professional nurse. Students have an opportunity to learn and practice commonly performed invasive laboratory skills based on those acquired in the Fundamentals of Nursing course. By the end of the course, students will have total care responsibility for at least two (2) adult patients in their clinical practicum, including young, middle-aged, and/or older adults. **Prerequisites:** NMH100 – Nursing Medication Math, NUR 202 - Fundamentals of Nursing, NUR 302 - Health Assessment, BIO 205 - Pathophysiology

NUR 306 - PHARMACOLOGY I
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Clinical
This course introduces the nursing student to the principles of pharmacology. The focus of the course is pharmacology basics and drugs affecting the commonly prescribed and over-the-counter (OTC) cardiovascular, respiratory, and gastrointestinal systems. Anti-infective agents, analgesics, anti-diabetics, and drugs to treat skin disorders are also discussed using a nursing process approach. Lifespan differences and complementary/alternative therapies are described as they affect medication. **Co-requisite:** BIO 205 Pathophysiology

NUR 307 - PSYCHIATRIC NURSING
3.0 credit hours - 75 contact hours
30 hrs Lecture 0 hrs Lab 45 hrs Clinical
This course provides students with a holistic approach to theories and concepts related to the wellness and illness care for patients with selected psychiatric/behavioral health problems across the lifespan. The importance of an interdisciplinary health team approach is emphasized. Students will have the opportunity to utilize the nursing process and therapeutic communication with a variety of patients with mental/behavioral health issues in inpatient and/or community-based settings. **Prerequisites:** NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment

NUR 308 - OBSTETRICAL NURSING
3.0 credit hours - 75 contact hours
30 hrs Lecture 0 hrs Lab 45 hrs Clinical
This course is designed to provide students with a holistic approach to theories and concepts related to the wellness and illness needs of the childbearing family and newborn care. Both normal and common deviations from normal processes and related nursing care are included. The impact of culture on the family unit experiencing pregnancy, birthing, and postpartum behaviors is stressed. Discussion of menopause as the end point of the childbearing years is also included. Knowledge of human growth and development, sexuality, and utilization of the nursing process are woven throughout
the course. **Prerequisites:** NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment

**NUR 310 - EVIDENCE BASED PRACTICE**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Clinical  
This course introduces the students to the basic concepts of evidence-based practice as it is used to enhance the delivery of patient care. Students will learn how to basic skills to help them critically appraise research and the research process, and how to use research findings to inform evidence-based nursing practice. Legal, ethical, and cultural issues in research are emphasized and methods of establishing an individual evidence-based nursing practice are examined. Students will identify a clinical question create a scholarly paper to explore relevant evidence findings. **Prerequisites:** NUR 201 - Introduction to Professional Nursing.

**NUR 315 – HEALTH CARE SYSTEMS AND POLICY**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course is an overview of health care systems and policy and the major characteristics, foundations, and processes that impact local and national health care. Emphasis is placed on the ethical, economic, and political aspects of health care policies and systems. Current health care systems and policy challenges are addressed with potential strategies nurses can use from the bedside to the boardroom to impact health care from organizational to national levels.

**NUR 320 – EVIDENCE BASED PRACTICE**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides an introduction to the use of evidence to improve nursing practice and promote quality health outcomes. Emphasis is placed on appraising critical elements of nursing research, as well as on evaluating the quality of other evidence used to make practice decisions. The baccalaureate-prepared nurse’s role in research and in implementing strategies to support evidence-based practice is examined. Students address a nursing practice problem by proposing an evidence-based solution.

**NUR 325 – INFORMATION MANAGEMENT IN HEALTH CARE**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course explores data management, information literacy, and the impact of technology on the decision-making process to improve the health of individuals, families, groups, and communities. Current trends and issues in health care informatics and ways in which technology assists in the movement from data to wisdom will be discussed. Skills to identify information needs and use technology to communicate and manage knowledge to achieve best practice outcomes are addressed.

**NUR 335 – HEALTH ASSESSMENT FOR REGISTERED NURSES**  
4.0 credit hours – 75 contact hours  
45 hrs Lecture 30 hrs Lab 0 hrs Clinical  
This course builds upon the registered nurse’s existing interviewing and physical examination skills to a systematic method for collecting and analyzing data using the nursing process. Students will learn the skills necessary to complete and document comprehensive and focused physical, psychosocial, and spiritual assessments as a basis for planning nursing and collaborative care. Interactive simulated experiences are utilized to integrate theory and skill mastery.

**NUR 350 – BUSINESS CONCEPTS FOR THE PROFESSIONAL NURSE**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course focuses on basic concepts related to business, finance, and economics in various health care settings. The course serves as a framework for evidence-based business decision-making in a complex health care environment. The use of utilization review and case management will be evaluated in the context of cost containment. Students will develop an understanding of revenue generation and reimbursement and the professional nursing role within a competitive health care marketplace.

**NUR 401 - ADULT HEALTH II**
This course focuses on evidence-based holistic care of critically ill patients with complex, multi-system acute health problems in adult medical-surgical and critical care settings. Use of the clinical-decision making process; patient, family, and staff safety; and quality of care are emphasized throughout the course. Health teaching, interdisciplinary team collaboration and management of care are stressed as major roles for the professional nurse. Students will have the opportunity to learn and practice complex, invasive laboratory skills built on those acquired in the Adult Health I course. By the end of the course, students will be able to manage care for 2-3 adults of varying ages, depending on patient acuity. **Prerequisites:** NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 305 - Adult Health I

**NUR 402 - PEDIATRIC NURSING**  
3.0 credit hours - 75 contact hours  
30 hrs Lecture 0 hrs Lab 45 hrs Clinical  
This course is designed to provide students with a holistic approach to theories and concepts related to the wellness and illness needs of the childbearing family. The primary focus is on nursing care of the child as a member of a family unit who is impacted by potential childhood health problems. The course emphasizes provision of nursing care that minimizes the psychological and physical stresses inherent in pediatric treatment, and the impact of culture on the child/family dealing with illness. Knowledge of normal human growth and development and utilization of the nursing process are woven throughout the course. **Prerequisites:** NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment

**NUR 403 - COMMUNITY HEALTH NURSING**  
4.0 credit hours - 90 contact hours  
45 hrs Lecture 0 hrs Lab 45 hrs Clinical  
This course focuses on community health nursing practice with families, aggregates and the community and provides experiences in the public health system and the community. Emphasis is placed on epidemiology, health promotion, risk reduction, chronic disease prevention, environmental health, vulnerable populations, contemporary health issues, and developing healthier communities. **Prerequisites:** NUR 201 - Introduction to Professional Nursing, NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 305 – Adult Health I

**NUR 404 - PHARMACOLOGY II**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Clinical  
This course focuses on drugs used to manage complex or critically ill patients across the lifespan with urgent or emergent neurologic, immunologic, and cardiovascular health problems. Reproductive and endocrine drugs and agents used for the eye, ear, and skin are also discussed using a nursing process approach. Lifespan differences and complementary/alternative therapies are described as they affect medication administration, action, and side effects. Students will also learn how to calculate and titrate intravenous medications. **Prerequisites:** NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 306 - Pharmacology I

**NUR 405 - HEALTH CARE LAW AND ETHICS**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Clinical  
This course examines the increased importance of legal and ethical issues in nursing and health care. Students will study legal principles that guide nurses in both general and specialized areas of practice. The course will introduce the legal system, nursing law, and relate nursing practice to the legal system. The course will also introduce nursing students to ethical theory and principles and identify models for the recognition, analysis, and resolution of ethical problems in health care practice. Current issues related to ethical and moral dilemmas such as informed consent, allocating medical resources, organ donation, euthanasia, abortion, palliative and end-of-life care, and treating impaired infants will be covered. **Prerequisites:** NUR 201 - Introduction to Professional Nursing

**NUR 406 - LEADERSHIP IN NURSING PRACTICE**  
4.0 credit hours - 90 contact hours  
45 hrs Lecture 0 hrs Lab 45 hrs Clinical  
This course is an introduction to nursing leadership and management. The emphasis is on exploring key skills the professional nurse may use in any health care setting to facilitate the delivery of health care. Students have the
opportunity to examine the how the processes of collaboration, managing conflict, human resources, case management, and quality improvement are utilized in leadership and management. The structures and cultures of health care organizations are addressed. **Prerequisites:** NUR 201 - Introduction to Professional Nursing

**NUR 407 - CLINICAL INTEGRATION CAPSTONE**  
4.0 credit hours - 135 contact hours  
0 hrs Lecture 0 hrs Lab 135 hrs Clinical  
This course gives senior nursing students the opportunity to develop increasing levels of autonomy in managing care for a group of patients and integrating the knowledge and skills they have learned throughout the program. It serves as a foundation and transition for the entry level nurse generalist as students increase their delegation, prioritization, and time management skills and ability. Special emphasis is placed on practicing principles of leadership and management as well as collaborating and communicating with nursing and health care teams. **Prerequisites:** NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 401 - Adult Health II, NUR 404 - Pharmacology II. **Co-requisite:** NUR 410 – Nursing Concepts Synthesis

**NUR 410 - NURSING CONCEPTS SYNTHESIS**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Clinical  
This course is a review of essential concepts and skills from the nursing curriculum related to care of patients across the lifespan. A case study approach allows students to be active participants in the learning process. Students will focus on those concepts that they need to prepare for the successful practice of professional nursing. The clinical co-requisite courses will focus on assessing essential clinical skills. A comprehensive, standardized NCLEX-RN exam is included in the course. **Prerequisites:** NUR 202 - Fundamentals of Nursing, BIO 205 - Pathophysiology, NUR 302 - Health Assessment, NUR 305 - Adult Health I, NUR 306 - Pharmacology I, NUR 307 - Psychiatric Nursing, NUR 308 - Obstetrical Nursing, NUR 401 - Adult Health II, NUR 402 - Pediatric Nursing, NUR 403 - Community Health Nursing, NUR 404 - Pharmacology II. **Co-requisite:** NUR 407 - Clinical Integration Capstone.

**NUR 415 – LEADERSHIP IN ACTION**  
3.0 credit hours – 75 contact hours  
45 hrs Lecture 30 hrs Lab 0 hrs Clinical  
The course examines the dual roles of baccalaureate-prepared nurses as leaders and managers. Topics such as coaching and mentoring, transforming quality indicators into quality care, managing care transitions between various settings and levels will be discussed. AONE competencies for nurse leaders and managers at all levels will be a focus of the course. Observational experiences provide students with opportunities to explore professional competencies needed for BSN-level nursing leadership.

**NUR 425 – COMMUNITY-BASED PRACTICE**  
4.0 credit hours – 90 contact hours  
45 hrs Lecture 0 hrs Lab 45 hrs Clinical  
This course is designed to explore coordination and continuity of health care as patients transition between different practice environments and levels of care. Students will be exposed to concepts from public health, epidemiology, and community-based care. Case management, health promotion, disease management, and continuity of care are stressed as primary functions of the BSN-prepared nurse practicing in non-acute care settings. Field experiences will provide direct-care opportunities for students to analyze community health resources, examine and apply practice parameters in community health care settings, and evaluate the role of the transitional care nurse.

**NUR 450 – CHANGING NURSING PRACTICE**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides students the opportunity to learn the process of developing an evidence-based project proposal to address a problem, issue, or concern related to patient, family, or community nursing practice. Students will identify nursing practice problem as the initial step and propose a resolution based on sufficient and compelling evidence. A theory of planned change serves as the basis for a plan to implement the proposed resolution and design strategies to evaluate its effectiveness. To complete the project proposal process, plans are included about ways to use and disseminate the results.

**PCT MODULE C - THE ROLE OF THE PATIENT CARE TECHNICIAN (Prior to June 3, 2019)**
PCT MODULE C - THE ROLE OF THE PATIENT CARE TECHNICIAN (As of June 3, 2019)
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide the student with an overview of the emerging career of patient care technician. Responsibilities of the patient care technician, as well as the role within the healthcare delivery team will be discussed. Working with different types of patients and communication skills will be covered. Professionalism and courtesy will be stressed at all times. **Prerequisite:** Satisfactory completion of Module A and Module B.

PCT MODULE D - PHYSICAL AND OCCUPATIONAL THERAPY SKILLS (Prior to June 3, 2019)
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with an overall understanding of the theory and hands-on skills involved in providing physical therapy and occupational therapy assistance. An overview of medical terminology is covered as well. **Prerequisite:** Satisfactory completion of Module A and Module B.

PCT MODULE D - PHYSICAL AND OCCUPATIONAL THERAPY SKILLS (As of June 3, 2019)
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with an overall understanding of the theory and hands-on skills involved in providing physical therapy and occupational therapy assistance. An overview of medical terminology is covered as well. **Prerequisite:** Satisfactory completion of Med A.

PCT MODULE E - PHLEBOTOMY, AND RESPIRATORY THERAPY SKILLS (Prior to June 3, 2019)
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide the student with an overall understanding of didactic theory and hands-on skills involved in the practice of phlebotomy, and respiratory therapy. Also covered in this module is medical terminology and common disorders associated with relevant body systems. **Prerequisite:** Satisfactory completion of Module A and Module B.

PCT MODULE E - PHLEBOTOMY, AND RESPIRATORY THERAPY SKILLS (As of June 3, 2019)
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module is designed to provide the student with an overall understanding of didactic theory and hands-on skills involved in the practice of phlebotomy, and respiratory therapy. Also covered in this module is medical terminology and common disorders associated with relevant body systems. **Prerequisite:** Satisfactory completion of Med A.

PCT MODULE F - PATIENT CARE SKILLS (Prior to June 3, 2019)
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide the student with an overall understanding of the theory and hands on skills involved in providing patient care as would be required by a patient care technician. An overview of medical terminology and common disorders is covered as well. **Prerequisite:** Satisfactory completion of Module A and Module B.

PCT MODULE F - PATIENT CARE SKILLS (As of June 3, 2019)
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide the student with an overall understanding of the theory and hands-on skills involved in providing patient care as would be required by a patient care technician. An overview of medical terminology and common disorders is covered as well. **Prerequisite:** Satisfactory completion of Med A.

**PCT MODULE G - PERSONAL CARE, CHARTING AND ECG/EKG (Prior to June 3, 2019)**
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with an overall understanding of the theory and hands-on skills involved in providing advanced patient care skills and providing home health care. Students will also receive an overview of medical terminology and common disorders. The students will also be able to describe and demonstrate how to perform electrocardiography. **Prerequisite:** Satisfactory completion of Module A and Module B.

**PCT MODULE G - PERSONAL CARE, CHARTING AND ECG/EKG (As of June 3, 2019)**
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide students with an overall understanding of the theory and hands-on skills involved in providing advanced patient care skills and providing home health care. Students will also receive an overview of medical terminology and common disorders. The students will also be able to describe and demonstrate how to perform electrocardiography. **Prerequisite:** Satisfactory completion of Module A.

**PCT MODULE H - PRACTICUM (Prior to June 3, 2019)**
3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, PCT Module C The Role of the Patient Care Technician, PCT Module D Physical and Occupational Therapy Skills, PCT Module E Phlebotomy, Electrocardiography, and Respiratory Therapy Skills, PCT Module F Patient Care Skills, PCT Module G Personal Care and Charting.

**PCT MODULE H - PRACTICUM (As of June 3, 2019)**
3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Med A Foundations of Allied Health. PCT Module C The Role of the Patient Care Technician, PCT Module D Physical and Occupational Therapy Skills, PCT Module E Phlebotomy, Electrocardiography, and Respiratory Therapy Skills, PCT Module F Patient Care Skills, PCT Module G Personal Care and Charting.

**PD 299 - PROFESSIONAL DEVELOPMENT**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will prepare the student for the transition from school to work. Students will learn how to obtain employment in their field of study. Interviewing techniques, resume writing, professionalism, communication skills and job searching will be emphasized.

**PH 210 – CRITICAL THINKING AND PROBLEM SOLVING**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
The ability to think critically is an essential foundation for problem solving. This course is designed to examine and enhance the process of critical thinking and decision-making. Concepts related to thinking, learning, reasoning, communication, and problem solving will be used to explore the decision-making process. Emphasis will be placed upon the ability to think critically and creatively, reason soundly, and collaborate effectively.

**PH 330 - DECISION MAKING**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to improve students’ ability to listen and observe, to think critically and creatively, to reason soundly, and to write persuasive arguments.

**PH 410 - ETHICS**

3.0 credit hours - 45 contact hours

45 hrs Lecture 0 hrs Lab 0 hrs Practicum

This course involves a theoretical discussion and analysis of ethics within the professional environment. Students will examine concepts of duty and responsibility, professional obligations, and values.

**PH MODULE D - INTRODUCTION TO PHLEBOTOMY (Prior to June 3, 2019)**

4.0 credit hours - 80 contact hours

40 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module will discuss the concepts related to the phlebotomy practice which includes ethical, legal and regulatory issues, as well as quality essentials. The module presents a review of the organ systems, with concentration in the cardiovascular system, it will also cover the basic diagnostic and laboratory tests associated with phlebotomy for each organ systems. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

**PH MODULE D - INTRODUCTION TO PHLEBOTOMY (As of June 3, 2019)**

4.0 credit hours - 81 contact hours

41 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module will discuss the concepts related to the phlebotomy practice which includes ethical, legal and regulatory issues, as well as quality essentials. The module presents a review of the organ systems, with concentration in the cardiovascular system, it will also cover the basic diagnostic and laboratory tests associated with phlebotomy for each organ systems. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Med A.

**PH MODULE E - SAFETY AND INFECTION CONTROL (Prior to June 3, 2019)**

4.0 credit hours - 80 contact hours

40 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module will discuss the concepts related to infection control, as well as safety and first aid. The module also covers the components and guidelines of documentation and how to ensure confidentiality. Proper specimen handling and transportation will also be presented. Blood collection equipment is also discussed in this module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

**PH MODULE E - SAFETY AND INFECTION CONTROL (As of June 3, 2019)**

4.0 credit hours - 81 contact hours

41 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module will discuss the concepts related to infection control, as well as safety and first aid. The module also covers the components and guidelines of documentation and how to ensure confidentiality. Proper specimen handling and transportation will also be presented. Blood collection equipment is also discussed in this module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Med A.

**PH MODULE F - PHLEBOTOMY PROCEDURES (Prior to June 3, 2019)**

4.0 credit hours - 80 contact hours

40 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module presents the concepts and skills related to venipuncture procedures, which includes the discussion of the process and steps, equipment, venipuncture sites, collection tubes and routine blood test and cultures. This course will also cover the procedures for collecting capillary blood specimens, as well as concept of pre-analytical complications related to phlebotomy procedures. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B.

**PH MODULE F - PHLEBOTOMY PROCEDURES (As of June 3, 2019)**

4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module presents the concepts and skills related to venipuncture procedures, which includes the discussion of the process and steps, equipment, venipuncture sites, collection tubes and routine blood test and cultures. This course will also cover the procedures for collecting capillary blood specimens, as well as concept of pre-analytical complications related to phlebotomy procedures. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Med A.

**PH MODULE G - SPECIAL PROCEDURES AND POINT OF CARE TESTING (Prior to June 3, 2019)**
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module presents the concepts and skills related to special collection procedures which include pediatric and elderly collection procedures, as well as arterial and intravenous collections. The course will also cover urinalysis, body fluids and other specimen collections. It will further discuss forensic toxicology, workplace and sports medicine testing. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Module A and Module B

**PH MODULE G - SPECIAL PROCEDURES AND POINT OF CARE TESTING (As of June 3, 2019)**
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module presents the concepts and skills related to special collection procedures which include pediatric and elderly collection procedures, as well as arterial and intravenous collections. The course will also cover urinalysis, body fluids and other specimen collections. It will further discuss forensic toxicology, workplace and sports medicine testing. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of Med A.

**PH MODULE H - PRACTICUM (Prior to June 3, 2019)**
3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Module A Introduction to Healthcare, Module B Concepts in Healthcare, Module C Medical Office Administration, PH Module D Introduction to Phlebotomy, PH Module E Safety and Infection Control, PH Module F Phlebotomy Procedures, PH Module G Special Procedures and Point of Care Testing.

**PH MODULE H - PRACTICUM (As of June 3, 2019)**
3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior and attitude are presented throughout the program. **Prerequisite:** Med A Foundations of Allied Health, Module C Medical Office Administration, PH Module D Introduction to Phlebotomy, PH Module E Safety and Infection Control, PH Module F Phlebotomy Procedures, PH Module G Special Procedures and Point of Care Testing.

**PO 136 - INTRODUCTION TO POLITICAL SCIENCE**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to introduce basic political science concepts, terminology, and methods of analysis that will enable the citizen/students to apply such knowledge to enhance their understanding of past, current and future issues and events. Students will use their critical thinking and analytical skills to examine controversial political matters through written, oral and debate formats.

**PO 150 – AMERICAN POLITICAL SYSTEM**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is a beginning introduction to the study of politics. Students will become familiar with the fundamental vocabulary of the discipline and learn how political issues are studied. Students will enhance their critical reading, thinking, and writing skills as they synthesize information. Students will learn to evaluate politics at the local, state,
national, and international levels. The course will also look at the executive, judicial and legislative branches of government and their individual roles in the policy-making process.

**PO 160 - INTRODUCTION TO PUBLIC POLICY**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will provide an examination of public policy in the United States. Students will gain an understanding of what public policy is and how the policy process influences healthcare, education, and government. The course will focus on an examination of policymaking at local, state, and national levels. This course will assist students in developing the skills required to define and critically analyze policy issues and problems, choose relevant methods and techniques for policy analysis, and evaluate alternative policy solutions.

**PRQ 177 - PROGRAM COURSE PREREQUISITES**
15.0 credit hours - 225 contact hours
225 hrs Lecture 0 hrs Lab 0 hrs Practicum
Transfer credit applied for successful completion of courses taken at an approved program with a grade of “C” or better in the following content areas: Anatomy and Physiology, Microbiology, Developmental Psychology, and Statistics. Students may not enroll in this course as it is provided to facilitate the application of transfer credit.

**PRQ RN to BSN 177**
15.0 credit hours - 225 contact hours
225 hrs Lecture 0 hrs Lab 0 hrs Practicum
15 Credit Block for Program Course Prerequisites: Anatomy and physiology carrying a minimum of 6 semester credits; microbiology a minimum of 3 semester credits; developmental or lifespan psychology, a minimum of 3 semester credits; math, a minimum of 3 semester credits. All courses must have been completed with a minimum grade of “C/2.0”.
Students are required to complete 15 credits of electives in this program. Students who have not completed a statistics course will be required to complete QN 220 statistics course as an elective prior to completion of the program, based on programs requiring undergraduate statistics courses. Students may take the 3.0 credit healthcare statistics and research (5week course) as an elective after a statistics course has been completed.

**PRQ 276 – PROGRAM COURSE PRE-REQUISITES**
39.0 credit hours – 540 contact hours
Transfer credit applied for successful completion of courses within the Nursing discipline taken at an approved program with a grade of “C” or better.

**PRQ 277 - GENERAL EDUCATION PREREQUISITES**
36.0 credit hours - 540 contact hours
540 hrs Lecture 0 hrs Lab 0 hrs Practicum
Transfer credit applied for successful completion of general education courses taken as part of an approved program with a grade of “C” or better. Students may not enroll in this course as it is provided to facilitate the application of block transfer credit.

**PS 135 - INTRODUCTION TO PSYCHOLOGY**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This class surveys human development from conception through adulthood. Emphasis is placed on understanding the basic concepts and terminology. Students will explore the phases of human development and the influence of the physical, cognitive, and psychosocial domains on their lifestyles throughout their lifetimes.

**PS 137 – HUMAN GROWTH AND DEVELOPMENT**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Understanding growth and development across the lifespan or at each stage and age of the life cycle is a valuable tool for all health care workers. This class will enable the student to study growth development in a continuum across the lifespan, with a special emphasis on assessing, planning and implementing health care and education at each stage of life. **Prerequisite:** PS 135 - Introduction to Psychology.
PTA 100 - INTRODUCTION TO PTA AND ETHICS  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
Provides an overview of the history of physical therapy, introduces the profession of physical therapy, the scope of practice of the PTA, and the role of the PTA. It describes the course of physical therapy education and portrays the legal and ethical issues of the profession. It introduces the interdisciplinary health care team, and professional communication skills. The students will also be exposed to the American Physical Therapy Association, including the history, expectations and values it promotes. Students will learn to employ the APTA core ethics documents to guide behavior that is in the best interest of patients/clients.

PTA 103 - DOCUMENTATION AND MEDICAL TERMINOLOGY  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course teaches students commonly accepted methods of documentation of physical therapy services, legal reasons and rationale for correct and accurate documentation, and interdisciplinary communication through documentation for appropriate patient care. Students will be introduced to the basic elements of medical terminology, medical word building and pronunciation guidelines in preparation for effective communication with other healthcare professionals and accurate documentation.  
Prerequisite: AP101 – Anatomy and Physiology and PTA 100 – Introduction to PTA and Ethics

PTA 104 - KINESIOLOGY I  
3.0 credit hours - 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
This course introduces basic principles of physics, functional musculoskeletal anatomy, kinematics, biomechanics, and clinical interventions to address impairments in the joints of the lower quadrant. Students locate and identify muscles, joints, and other landmarks of the lower quadrant and describe osteo and arthrokinematic concepts to understand the components of functional movement.  
Prerequisite: AP101 – Anatomy and Physiology

PTA 105 - KINESIOLOGY II  
3.0 credit hours - 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
This course introduces basic principles of functional musculoskeletal anatomy, kinematics, biomechanics, and clinical interventions to address impairments in posture, gait, the neck, and in the joints of the upper quadrant. Students locate and identify muscles, joints, and other landmarks of the upper quadrant and describe osteo/arthritis concepts to understand the components of functional movement. Students are introduced to the theories of joint mobilization and to data collection related to muscle testing, goniometric measurement and sensory testing.  
Prerequisite: PTA 104 – Kinesiology I

PTA 106 - PATIENT CARE SKILLS  
3.0 credit hours - 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
An introduction to basic patient handling skills and physical therapy interventions performed by the physical therapist assistant such as vital signs, gait training, transfers, bed mobility, positioning, assistive device training, body mechanics, PROM, wheelchair assessment. Includes instruction on competencies leading to certification in First Aid and CPR.  
Prerequisite: AP101 – Anatomy and Physiology and PTA 100 – Introduction to PTA and Ethics

PTA 107 - THERAPEUTIC EXERCISE  
3.0 credit hours - 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
This course provides instruction on the implementation of a variety of therapeutic exercise principles for the treatment of various impairments encountered in physical therapy. Learners implement, educate, adapt, and assess responses to therapeutic exercises.  
Prerequisite: AP101 – Anatomy and Physiology and PTA 105 – Kinesiology II

PTA 200 - PATHOLOGY OF SYSTEMS I  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course develops the knowledge to recognize etiologies, signs and symptoms of pathologies of systems. Integrates concepts of pathologies such as COPD, Diabetes, CHF, DVT, wounds, cardiac rehabilitation; introduces physical therapy interventions related to the impairments caused by these pathologies, and data collection in patient treatment. **Prerequisite:** AP101 – Anatomy and Physiology

**PTA 201 - PATHOLOGY OF SYSTEMS II**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course continues the study of the signs and systems of pathologies of additional systems. It integrates the concepts of pathologies such as Parkinson’s, End State Renal Disease, pediatric diseases and conditions, and system interactions. It introduces physical therapy interventions related to the impairments caused by these diseases and conditions, adding the study of laboratory values, medications, and the study of pain. **Prerequisite:** AP101 – Anatomy and Physiology and PTA 200 – Pathology of Systems I

**PTA 202 - NEUROLOGIC REHABILITATION**  
3.0 credit hours - 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
This course integrates concepts of neurologic pathologies, physical therapy interventions, and data collection in patient treatment. Unit topics include such pathologies as CVA, SCI, TBI, MS, Parkinson’s Disease. By course completion, students will be able to discuss etiology, signs/symptoms, and prognoses of various neurologic conditions and implement plan of care under the supervision of a physical therapist. **Prerequisites:** AP101 – Anatomy and Physiology, PTA 105 – Kinesiology II, PTA 106 – Patient Care Skills, PTA 107 – Therapeutic Exercise, and PTA 201 – Pathology of Systems II

**PTA 203 - ORTHOPEDIC REHABILITATION**  
3.0 credit hours - 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
This course integrates concepts of musculoskeletal pathologies, physical therapy interventions, and data collection in patient treatment. By course completion, students should be able to discuss etiology, signs/symptoms, and prognoses of various orthopedic conditions and implement plan of care under the supervision of a physical therapist. **Prerequisite:** AP101 – Anatomy and Physiology, PTA 107 – Therapeutic Exercise, and PTA 201 – Pathology of Systems II

**PTA 204 - REHABILITATION ACROSS THE LIFESPAN**  
3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
Integrates concepts of pathology, physical therapy interventions and data collection across the lifespan. In addition, the PTA’s role in health, wellness and prevention; reintegration, and physical therapy interventions for special patient populations will be addressed. **Prerequisite:** PTA 201 - Pathology of Systems II

**PTA 205 - PHYSICAL AGENT MODALITIES**  
3.0 credit hours - 60 contact hours  
30 hrs Lecture 30 hrs Lab 0 hrs Practicum  
This course develops the knowledge and psychomotor skills necessary to apply physical agent modalities for common impairments treated in physical therapy including electrical stimulation, thermal and non-thermal ultrasound, diathermy, low level laser and superficial modalities. **Prerequisites:** AP101 – Anatomy and Physiology, **Co-requisites:** PTA 105 – Kinesiology II, and PTA 201 – Pathology of Systems II

**PTA 210 – PHYSICAL THERAPY PROFESSIONAL ISSUES**  
2.0 credit hours - 30 contact hours  
30 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course provides an overview of the transition from being a PTA student to entering the work force, the regulations and requirements for licensure, the organizational structure of the APTA, and continuing clinical education requirements. **Prerequisites:** PTA 301 – Integrated Clinical Experience and all didactic courses

**PTA 301 - CLINICAL EXPERIENCE I**  
2.0 credit hours - 80 contact hours  
0 hrs Lecture 0 hrs Lab 80 hrs Practicum
This course provides the Physical Therapist Assistant student the opportunity to observe, and participate as appropriate, supervised clinical education experiences in the healthcare setting. Students are placed in clinical affiliations by the Academic Coordinator of Clinical Education and, under the direction and supervision of a physical therapist or physical therapist assistant will have the opportunity to perform/apply patient care interventions as deemed safe and appropriate by the assigned clinical instructor. This clinical education experience is a precursor to future didactic and clinic education courses. **Prerequisite:** Successful completion of all general education and technical education courses delivered in semesters one through three.

**PTA 302 - CLINICAL PRACTICE II**  
6.0 credit hours – 280 contact hours  
0 hrs Lecture 0 hrs Lab 280hrs Clinical  
This course provides full-time clinical experience to apply foundational elements, knowledge, and technical skills required of the entry level physical therapist assistant in various practice settings. Students will have the opportunity to continue development of data collection, treatment and clinical decision skills under the direction and supervision of a licensed PT or PTA. **Prerequisites:** Completion of all general education classes and all technical classes.

**PTA 303 - CLINICAL PRACTICE III**  
6.0 credit hours – 280 contact hours  
0 hrs Lecture 0 hrs Lab 280hrs Clinical  
This course provides the final full-time clinical experience to apply foundational elements, knowledge, and technical skills required of the entry level physical therapist assistant in various practice settings. Students will have the opportunity to continue development of data collection, treatment and clinical decision skills under the direction and supervision of a licensed PT or PTA. **Prerequisites:** Completion of all general education classes and all technical classes.

**PT MODULE C – PHARMACY ADMINISTRATION AND APPLICATIONS (Prior to June 3, 2019)**  
4.0 credit hours - 80 contact hours  
40 hrs Lecture 40 hrs Lab 0 hrs Practicum  
This module introduces the student to the roles and responsibilities of the pharmacy technician. The function of pharmacy as part of the healthcare system, as well as regulatory standards in pharmaceutical practice will be discussed. Law and ethics of pharmacology will be covered, along with processing of orders and inventory control in pharmacy. An overview of compensation and insurance billing will be included. The concept of compounding will be introduced, along with preparation of sterile products. **Prerequisite:** Successful completion of Module A – Medical Terminology (or Module A- Introduction to Health Care) and Module B – Concepts in Healthcare. **Equivalent Course:** PT Module C – Introduction to Pharmacy / Administration of Pharmacy Technology and Basic Pharmacy Applications

**PT MODULE C – PHARMACY ADMINISTRATION AND APPLICATIONS (As of June 3, 2019)**  
4.0 credit hours - 81 contact hours  
41 hrs Lecture 40 hrs Lab 0 hrs Practicum  
This module introduces the student to the roles and responsibilities of the pharmacy technician. The function of pharmacy as part of the healthcare system, as well as regulatory standards in pharmaceutical practice will be discussed. Law and ethics of pharmacology will be covered, along with processing of orders and inventory control in pharmacy. An overview of compensation and insurance billing will be included. The concept of compounding will be introduced, along with preparation of sterile products. **Prerequisite:** Successful completion of Med A – Foundations of Allied Health. **Equivalent Course:** PT Module C – Introduction to Pharmacy / Administration of Pharmacy Technology and Basic Pharmacy Applications

**PT MODULE D – PHARMACEUTICAL CALCULATIONS (Prior to June 3, 2019)**  
4.0 credit hours - 80 contact hours  
40 hrs Lecture 40 hrs Lab 0 hrs Practicum  
This module introduces the student medical terminology and abbreviations related to pharmacy along with apothecary symbols. Basic math, systems of measurements, and conversions between different systems of measurements will be covered as well as pharmaceutical calculations of drug dosages. Concepts of concentration and dilution along with dosage calculation of parenteral and IV medications will be introduced. **Prerequisite:** Successful completion of Module A – Medical Terminology (or Module A- Introduction to Health Care) and Module B – Concepts in Healthcare **Equivalent Course:** PT Module D – Professional Aspects of Pharmacy Technology / Pharmaceutical Calculations

**PT MODULE D – PHARMACEUTICAL CALCULATIONS (As of June 3, 2019)**
This module introduces the student medical terminology and abbreviations related to pharmacy along with apothecary symbols. Basic math, systems of measurements, and conversions between different systems of measurements will be covered as well as pharmaceutical calculations of drug dosages. Concepts of concentration and dilution along with dosage calculation of parenteral and IV medications will be introduced. **Prerequisite:** Successful completion of Med A – Foundations of Allied Health. **Equivalent Course:** PT Module D – Professional Aspects of Pharmacy Technology / Pharmaceutical Calculations

**PT MODULE E – PHARMACY OPERATIONS (Prior to June 3, 2019)**

4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide the basic concepts and skills in pharmacy operations relating to community/retail and institutional pharmacy. It will discuss the fundamentals of communication and customer service along with reading and processing prescriptions and the requirements for filling the prescriptions. Accounting formulas, calculations, insurance billing, and workplace safety will also be covered in this course. Professionalism in dress, behavior, and attitude are presented throughout the program. **Prerequisite:** Successful completion of Module A – Medical Terminology (or Module A- Introduction to Health Care) and Module B – Concepts in Healthcare

**PT MODULE E – PHARMACY OPERATIONS (As of June 3, 2019)**

4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide the basic concepts and skills in pharmacy operations relating to community/retail and institutional pharmacy. It will discuss the fundamentals of communication and customer service along with reading and processing prescriptions and the requirements for filling the prescriptions. Accounting formulas, calculations, insurance billing, and workplace safety will also be covered in this course. Professionalism in dress, behavior, and attitude are presented throughout the program. **Prerequisite:** Successful completion of Med A – Foundations of Allied Health

**PT MODULE F – BODY SYSTEMS (Prior to June 3, 2019)**

4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module introduces anatomy, physiology, and the basic chemical components of the human body. Specific disorders and abnormalities affecting the body will be introduced, and actions and uses of drugs on each body system will be covered. The relationship of pharmacology to anatomy and physiology will be discussed, along with clinical applications of drug categories. **Prerequisite:** Successful completion of Module A – Medical Terminology (or Module A- Introduction to Health Care) and Module B – Concepts in Healthcare **Equivalent Course:** PT Module F – Pharmacodynamics and Pharmacokinetics

**PT MODULE F – BODY SYSTEMS (As of June 3, 2019)**

4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module introduces anatomy, physiology, and the basic chemical components of the human body. Specific disorders and abnormalities affecting the body will be introduced, and actions and uses of drugs on each body system will be covered. The relationship of pharmacology to anatomy and physiology will be discussed, along with clinical applications of drug categories. **Prerequisite:** Successful completion of Med A – Foundations of Allied Health. **Equivalent Course:** PT Module F – Pharmacodynamics and Pharmacokinetics

**PT MODULE G – PHARMACOLOGY (Prior to June 3, 2019)**

4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module provides the concepts involved in pharmacology. Classifications of drugs and drug administration will be covered, as well as clinical applications of drug categories. Sources of drugs and drug nomenclature will be included, along with addiction and drug dependency. Special situations involving drug administration, including pediatric, neonatal, and geriatric patients, will be discussed. An introduction to biopharmaceutics is included. **Prerequisite:** Successful completion of Module A – Medical Terminology (or Module A- Introduction to Health Care) and Module B – Concepts in Healthcare
PT MODULE G – PHARMACOLOGY (As of June 3, 2019)
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module provides the concepts involved in pharmacology. Classifications of drugs and drug administration will be covered, as well as clinical applications of drug categories. Sources of drugs and drug nomenclature will be included, along with addiction and drug dependency. Special situations involving drug administration, including pediatric, neonatal, and geriatric patients, will be discussed. An introduction to biopharmaceutics is included. **Prerequisite:** Successful completion of Med A – Foundations of Allied Health

PT MODULE H - PHARMACY PRACTICUM (Prior to June 3, 2019)
3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior, and attitude are presented throughout the program. **Prerequisite:** Med A – Foundations of Allied Health, Module C Medical Office Administration, PT Module D Professional Aspects of Pharmacy Technology/Pharmaceutical Calculations, PT Module E Pharmacy Operations, PT Module F Pharmacodynamics and Pharmacokinetics, PT Module G Pharmacology.

PT MODULE H - PHARMACY PRACTICUM (As of June 3, 2019)
3.5 credit hours - 160 contact hours
0 hrs Lecture 0 hrs Lab 160 hrs Practicum
This module is designed to provide the student hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior, and attitude are presented throughout the program. **Prerequisite:** Med A – Foundations of Allied Health, Module C Medical Office Administration, PT Module D Professional Aspects of Pharmacy Technology/Pharmaceutical Calculations, PT Module E Pharmacy Operations, PT Module F Pharmacodynamics and Pharmacokinetics, PT Module G Pharmacology.

PTO MODULE C – PHARMACY ADMINISTRATION AND APPLICATIONS (Prior to June 3, 2019)
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module introduces the student to the roles and responsibilities of the pharmacy technician. The function of pharmacy as part of the healthcare system, as well as regulatory standards in pharmaceutical practice will be discussed. Law and ethics of pharmacology will be covered, along with processing of orders and inventory control in pharmacy. An overview of compensation and insurance billing will be included. The concept of compounding will be introduced, along with preparation of sterile products. **Prerequisite:** Successful completion of Module A – Medical Terminology (or Module A- Introduction to Health Care) and Module B – Concepts in Healthcare. **Equivalent Course:** PT Module C – Introduction to Pharmacy / Administration of Pharmacy Technology and Basic Pharmacy Applications

PTO MODULE C – PHARMACY ADMINISTRATION AND APPLICATIONS (As of June 3, 2019)
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module introduces the student to the roles and responsibilities of the pharmacy technician. The function of pharmacy as part of the healthcare system, as well as regulatory standards in pharmaceutical practice will be discussed. Law and ethics of pharmacology will be covered, along with processing of orders and inventory control in pharmacy. An overview of compensation and insurance billing will be included. The concept of compounding will be introduced, along with preparation of sterile products. **Prerequisite:** Successful completion of Med A – Foundations of Allied Health. **Equivalent Course:** PT Module C – Introduction to Pharmacy / Administration of Pharmacy Technology and Basic Pharmacy Applications

PTO MODULE D – PHARMACEUTICAL CALCULATIONS (Prior to June 3, 2019)
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module introduces the student medical terminology and abbreviations related to pharmacy along with apothecary symbols. Basic math, systems of measurements, and conversions between different systems of measurements will be covered as well as pharmaceutical calculations of drug dosages. Concepts of concentration and dilution along with dosage calculation of parenteral and IV medications will be introduced. **Prerequisite:** Successful completion of Module A
PTO MODULE D – PHARMACEUTICAL CALCULATIONS (As of June 3, 2019)
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module introduces the student medical terminology and abbreviations related to pharmacy along with apothecary symbols. Basic math, systems of measurements, and conversions between different systems of measurements will be covered as well as pharmaceutical calculations of drug dosages. Concepts of concentration and dilution along with dosage calculation of parenteral and IV medications will be introduced. Prerequisite: Successful completion of Med A – Foundations of Allied Health. Equivalent Course: PT Module D – Professional Aspects of Pharmacy Technology / Pharmaceutical Calculations

PTO MODULE E - PHARMACY OPERATIONS (Prior to June 3, 2019)
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide the basic concepts and skills in pharmacy operations relating to community/retail and institutional pharmacy. It will discuss the fundamentals of communication and customer service along with reading and processing prescriptions and the requirements for filling the prescriptions. Accounting formulas, calculations, insurance billing, and workplace safety will also be covered in this course. Professionalism in dress, behavior, and attitude are presented throughout the program. Prerequisite: Successful completion of Module A – Medical Terminology (or Module A- Introduction to Health Care) and Module B – Concepts in Healthcare Equivalent Course: PT Module E – Pharmacy Operation

PTO MODULE E - PHARMACY OPERATIONS (As of June 3, 2019)
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module will provide the basic concepts and skills in pharmacy operations relating to community/retail and institutional pharmacy. It will discuss the fundamentals of communication and customer service along with reading and processing prescriptions and the requirements for filling the prescriptions. Accounting formulas, calculations, insurance billing, and workplace safety will also be covered in this course. Professionalism in dress, behavior, and attitude are presented throughout the program. Prerequisite: Successful completion of Med A – Foundations of Allied Health. Equivalent Course: PT Module E – Pharmacy Operation

PTO MODULE F – BODY SYSTEMS (Prior to June 3, 2019)
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module introduces anatomy, physiology, and the basic chemical components of the human body. Specific disorders and abnormalities affecting the body will be introduced, and actions and uses of drugs on each body system will be covered. The relationship of pharmacology to anatomy and physiology will be discussed, along with clinical applications of drug categories. Prerequisite: Successful completion of Module A – Medical Terminology (or Module A- Introduction to Health Care) and Module B – Concepts in Healthcare Equivalent Course: PT Module F – Pharmacodynamics and Pharmacokinetics

PTO MODULE F – BODY SYSTEMS (As of June 3, 2019)
4.0 credit hours - 81 contact hours
41 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module introduces anatomy, physiology, and the basic chemical components of the human body. Specific disorders and abnormalities affecting the body will be introduced, and actions and uses of drugs on each body system will be covered. The relationship of pharmacology to anatomy and physiology will be discussed, along with clinical applications of drug categories. Prerequisite: Successful completion of Med A – Foundations of Allied Health. Equivalent Course: PT Module F – Pharmacodynamics and Pharmacokinetics

PTO MODULE G – PHARMACOLOGY (Prior to June 3, 2019)
4.0 credit hours - 80 contact hours
40 hrs Lecture 40 hrs Lab 0 hrs Practicum
This module provides the concepts involved in pharmacology. Classifications of drugs and drug administration will be covered, as well as clinical applications of drug categories. Sources of drugs and drug nomenclature will be included, along with addiction and drug dependency. Special situations involving drug administration, including pediatric, neonatal, and geriatric patients, will be discussed. An introduction to biopharmaceutics is included. **Prerequisite:** Successful completion of Module A – Medical Terminology (or Module A - Introduction to Health Care) and Module B – Concepts in Healthcare  **Equivalent Course:** PT Module G – Pharmacology

**PTO MODULE G – PHARMACOLOGY** *(As of June 3, 2019)*

4.0 credit hours - 81 contact hours  
41 hrs Lecture 40 hrs Lab 0 hrs Practicum

This module provides the concepts involved in pharmacology. Classifications of drugs and drug administration will be covered, as well as clinical applications of drug categories. Sources of drugs and drug nomenclature will be included, along with addiction and drug dependency. Special situations involving drug administration, including pediatric, neonatal, and geriatric patients, will be discussed. An introduction to biopharmaceutics is included. **Prerequisite:** Successful completion of Med A – Foundations of Allied Health.  **Equivalent Course:** PT Module G – Pharmacology

**PTO MODULE H – PHARMACY PRACTICUM** *(Prior to June 3, 2019)*

3.5 credit hours - 160 contact hours  
0 hrs Lecture 0 hrs Lab 160 hrs Practicum

This module is designed to provide the student with hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior, and attitude are presented throughout the program. **Prerequisite:** Successful completion of Module A – Medical Terminology (or Module A - Introduction to Health Care) and Module B – Concepts in Healthcare, PTO Module C Pharmacy Administration and Applications, PTO Module D Pharmaceutical Calculations, PTO Module E Pharmacy Operations, PTO Module F Body Systems, PTO Module G Pharmacology

**PTO MODULE H – PHARMACY PRACTICUM** *(As of June 3, 2019)*

3.5 credit hours - 160 contact hours  
0 hrs Lecture 0 hrs Lab 160 hrs Practicum

This module is designed to provide the student with hands-on experience in the field working as an extern in a health care facility. Professionalism in dress, behavior, and attitude are presented throughout the program. **Prerequisite:** Successful completion of Med A – Foundations of Allied Health, PTO Module C Pharmacy Administration and Applications, PTO Module D Pharmaceutical Calculations, PTO Module E Pharmacy Operations, PTO Module F Body Systems, PTO Module G Pharmacology

**QN 220 - ESSENTIAL STATISTICAL THINKING**

3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum

This course equips students with algebraic and statistical techniques necessary for computation of parameters including basic probabilities, confidence intervals, random variables, probability distribution, mean, median, standard deviations, sampling, hypothesis testing, goodness of fit for application to statistical inference, and managerial decision-making. **Prerequisite:** MH 140 - College Mathematics.

**SO 170 - INTRODUCTION TO SOCIOLOGY**

3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum

This class provides an overview of sociology and its application to everyday life. Emphasis is placed on understanding the major theories, concepts, and terminology. Students will explore topics such as culture, inequality, social structure, deviance, and social institutions.

**SO 365 - SOCIALIZATION AND SOCIETAL DEVELOPMENT**

3.0 credit hours - 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum

This course provides an overview of sociology as a discipline, including an emphasis on sociological concepts, methods, perspectives, and areas of substantive concern. At the same time, the sociological orientation of this course should enable students to view the surrounding world in a different light. The familiar (e.g., families, friendships, school, work)
and the perhaps unfamiliar (e.g., poverty, mental illness, natural disasters), can be analyzed and understood using sociological perspectives.

**SPD 101 Introduction to Sterile Processing**  
4.0 Credit Hours - 60 Contact Hours  
60 Lecture, 0 Lab, 0 Practicum  
The module is designed to provide the student with a comprehensive overview of the Central Sterile Processing department. Students will learn the roles and responsibilities of each area that makes up the department, and the common medical terminology, prefixes, roots, suffixes, spelling, and abbreviations used in the medical field. An overview of each body system’s anatomy and physiology and associated surgical procedures will be given. Students will learn about microbiology microorganism’s identification, classification, transmission and their destruction. Industry standards, regulations and the corresponding professional associations will be discussed. Students will learn infection prevention, infection control, asepsis technique and the proper use of personal protective equipment used in the Central Sterile Processing department. Effective communication skills to maintain a positive workplace will be taught. Professional attributes in dress, behavior, and attitude are presented and monitored throughout the program. Students will learn professional and personal development skills leading to success in life and career.

**SPD Module 102 Surgical Instrumentation**  
4.0 Credit Hours - 80 Contact Hours  
40 Lecture, 40 Lab, 0 Practicum  
This module is designed to give a thorough understanding of instrumentation manufacturing, classification, identification and testing processes used in Central Service Processing. Complex surgical instrumentation will be identified, and the specific processing requirements discussed. Students will learn about the various packaging techniques using specific materials and systems according to instrument category and the manufacturers guidelines. Inspection and assembly of surgical instrument sets, the proper use of protective materials, transportation and storage of sterilized items will be presented. Students will be trained in the regulations of Point of Use Sterilization and the options for reprocessing instrumentation. Students will be given an overview of the role of the Central Service department in supporting other ancillary departments.

**SPD Module 103 Decontamination & Sterilization Procedures and Practices**  
4.0 Credit Hours - 80 Contact Hours  
40 Lecture, 40 Lab, 0 Practicum  
This course is designed to give the student an understanding of decontamination processes from point-of-use decontamination through the sterilization cycle. Students will learn the recommended set up of the decontamination area to allow for the most effective cleaning of instrumentation and hospital equipment. Proper transportation of contaminated items to and from the Central Services Department will be discussed. Various processes used to decontaminate surgical instrumentation and identification of the correct disinfectant for the most effective cleaning will be taught. Students will learn the recommended chemical or mechanical tools and cleaners to effectively clean instrumentation and equipment. Sterilization procedures will be demonstrated. Students will learn how computer systems in the Central Services Department keep track of instrumentation, inventory, and disperse supplies to other departments in the medical facility.

**SPD Module 104 Equipment Safety Management & Tracking**  
4.0 Credit Hours - 80 Contact Hours  
40 Lecture, 40 Lab, 0 Practicum  
This module is designed to give the student a comprehensive understanding of the storage and transportation of sterile items, instrumentation, and the guidelines for sterile storage organization. Sterility timeframes and shelf life for individual items and instrumentation will be discussed and demonstrated. Students will learn how to manage inventory within the Central Service Department and the related cycle of consumable items. The Central Service Department temperature/humidity ranges and water quality controls that are required for effective decontamination, cleaning, and sterilization processes will be taught. Precise recordkeeping and industry standards in monitoring the processes will be defined. Students will learn about programs available for quality assurance. Safety concerns and safe handling of materials available in the Central Service Department will be discussed.

**SPD Module 105 Externship I**  
9.0 Credit Hours - 405 Contact Hours  
0 Lecture, 0 Lab, 405 Practicum
This module is designed to provide the student with the knowledge of how to effectively work as a Central Sterile Processing Technician in a hospital or outpatient surgical center. Students are expected to apply their acquired knowledge in the Decontamination, Preparation, Packaging, Sterilization, and Sterile Storage areas of the Central Sterile Processing Department at their assigned medical facility to gain practical experience. Included topics are, physical orientation to the CSPD department workflow areas, gained knowledge of roles and responsibilities in each area, and exhibiting professionalism skills attained while attending previous program modules. All student activities are under the direct supervision of the clinical preceptor and the program director. Prerequisite: Satisfactory completion of SPD 101 through SPD 104

SPD Module 107 Certification Review
1.0 Credit Hours - 15 Contact Hours
15 Lecture, 0 Lab, 0 Practicum Hours
This module is designed to prepare the student to pass the International Association of Healthcare Central Service Material Management (IAHCSMM) exam. Students will review sample exam questions in preparing for the exam. Prerequisite: Satisfactory completion of SPD 101 through SPD 104. Co-requisite: SPD 105

SS 100 - STUDENT SUCCESS
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course is designed to increase a student’s college success by teaching study skills and practical educational strategies. Time management, test taking, communication, and critical thinking are emphasized.

ST MODULE I - ANATOMY AND PHYSIOLOGY / MEDICAL TERMINOLOGY
20.0 credit hours - 300 contact hours
300 hrs Lecture 0 hrs Lab 0 hrs Practicum
This module is designed to provide a comprehensive look at the structure and function of the human body. Each body system is reviewed with regard to anatomy and physiology and surgical procedures, the integumentary system, skeletal, muscular, and nervous systems are examined. Sensory organs, the endocrine system, circulatory, respiratory and lymphatic systems are also presented. Digestive, urinary, and male and female reproductive systems are also covered. Several diseases and disorders are discussed, and the cause, detection, and treatment of them. This module will also teach students prefixes, roots, and suffixes in medical terminology using a unique method of pneumonics. Students will learn basic structure of words, word building, spelling, definitions and medical abbreviation in all areas of medical specialties. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

ST MODULE II - INTRODUCTION TO SURGICAL TECHNOLOGY
18 credit hours - 300 contact hours
250 hrs Lecture 50 hrs Lab 0 hrs Practicum
This module is designed to provide the student with the knowledge of how to function in the health care setting. Students will gain knowledge of the global aspects of health care as it pertains to the surgical technologist. Hospital organization, safety and legal issues will be taught. Microbiology, infection and immunology will also be covered as well as wound healing. Students will learn to apply scientific principles of the biologic science of pharmacology. Emphasis is placed on the relationship of drugs to the surgical patient. Students will gain knowledge of the equipment and technology necessary to the operating room environment. The principles of electricity, physics, LASERS, endoscopy and robotics will also be taught. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: Satisfactory completion of ST Module I.

ST MODULE III - SURGICAL TECHNIQUES
13 credit hours - 300 contact hours
90 hrs Lecture 210 hrs Lab 0 hrs Practicum
This module is designed to introduce the student to asepsis and sterile technique as well as scrubbing, gowning, gloving, positioning, prepping, draping and correct sponge, sharps, and instrument counts. Also taught are procedures, methods and principles in the areas of supplies and equipment, principles of patient safety, skin preps, patient positioning, and draping of the operative site. Selected mock surgeries will be performed in the mock OR lab. Additional technical knowledge and skills utilized by surgical technologists including patient transport transfer and positioning, suture selection and preparation, operating room safety and environmental hazards, and receiving medications to the sterile field. Additionally, students will set up basic and case-specific instruments and equipment and utilize them in mock surgical procedures. Students will be trained in CPR and certification is obtained in accordance with the guidelines.
provided by the American Heart Association. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **Prerequisite:** Satisfactory completion of ST Module I and II.

**ST MODULE IV - CLINICAL EXTERNSHIP**

**12.0 credit hours - 540 contact hours**

**0 hrs Lecture 0 hrs Lab 540 hrs Practicum**

This module is designed to provide the student with the knowledge of how to function as a surgical technologist in a hospital setting or outpatient surgical center. Students are expected to function in the roles of the scrub and the assistant circulator preoperatively, intraoperatively, and postoperatively. The students have the opportunity to apply the knowledge and skills acquired in the classroom and lab to gain practical experience. Topics include a physical orientation to the operating room and other patient care areas, and basic surgical procedures in case management (scrub and assistant circulator roles). Students will progress in to the role of first scrub. All student activities are under direct supervision of the clinical preceptor. **Prerequisite:** Satisfactory completion of ST Module I – Anatomy and Physiology/Medical Terminology, ST Module II – Introduction to Surgical Technology, and ST Module III – Surgical Techniques.

**STM 101 Introduction to Surgical Technology**

**5.5 Credit Hours-100 Contact Hours**

**75 Lecture Hours, 25 Lab Hours, 0 Practicum Hours**

This module is designed to provide the student with the knowledge of how to function in the operating room setting. Students will gain knowledge of the global aspects of health care as it pertains to the surgical technologist. An introduction to surgical technology will include orientation to the profession, history, professional organizations, roles, communication, and teamwork. Hospital organization, safety, legal issues, risk management and ethical issues will be taught. The surgical patient, special populations of patients, physical environment, and safety standards will be discussed. Competencies will be completed throughout the course.

**STM 102 Principals and Practice of Surgical Technology**

**5.5 Credit Hours-100 Contact Hours**

**75 Lecture Hours, 25 Lab Hours, 0 Practicum Hours**

This is module is designed to provide the student with the knowledge of biomedical science including computers and surgical applications. The principles of electricity, physics, LASERS, endoscopy and robotics will also be taught. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Microbiology, infection and immunology will also be covered as well as wound healing. Disinfection, decontamination, and Sterilization will be taught. Hemostasis, Emergency situations, and All-hazards preparation will be discussed. The instrumentation used in the operating room along with equipment and supplies will be taught. Competencies will be completed throughout the course. **PREREQUISITE:** Satisfactory completion of STM 101

**STM 103 Principals and Practice of Surgical Technology II**

**5.5 Credit Hours-100 Contact Hours**

**75 Lecture Hours, 25 Lab Hours, 0 Practicum Hours**

This module is designed to provide the student with knowledge of wound healing, suture, needles, and stapling devices. The principles of preoperative case management will also be taught. Operating room attire and personal protective equipment will be discussed. Students will learn the process of aseptic technique. Students will also learn the principles of patient positioning, skin preparation, and draping. Interoperative and postoperative principles will be taught along with diagnostic procedures and tests. Competencies will be completed throughout the course. **PREREQUISITE:** Satisfactory completion of STM 101, STM 102

**STM 200 Surgical Techniques I**

**4.0 Credit Hours-100 Contact Hours**

**25 Lecture Hours, 75 Lab Hours, 0 Practicum Hours**

This module is designed to introduce the student to asepsis and sterile technique as well as scrubbing, gowning, gloving, positioning, prepping, draping and correct sponge, sharps, and instrument counts. Also taught are procedures, methods and principles in the areas of supplies and equipment, principles of patient safety, skin preps, patient positioning, and draping of the operative site. Selected mock surgeries will be performed in the mock OR lab. Additional technical knowledge and skills utilized by surgical technologists including patient transport transfer and positioning, suture selection and preparation, operating room safety and environmental hazards, and receiving medications to the sterile...
field. Additionally, students will set up basic and case-specific instruments and equipment and utilize them in mock surgical procedures. Students will be trained in CPR and certification is obtained in accordance with the guidelines provided by the American Heart Association. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **PREREQUISITE:** Satisfactory completion of STM 101, STM 102, STM 103

**STM 201 Surgical Techniques II**  
**4.0 Credit Hours-100 Contact Hours**  
**25 Lecture Hours, 75 Lab Hours, 0 Practicum Hours**  
This module is designed to introduce the student to asepsis and sterile technique as well as scrubbing, gowning, gloving, positioning, prepping, draping and correct sponge, sharps, and instrument counts. Also taught are procedures, methods and principles in the areas of supplies and equipment, principles of patient safety, skin preps, patient positioning, and draping of the operative site. Selected mock surgeries will be performed in the mock OR lab. Additional technical knowledge and skills utilized by surgical technologists including patient transport transfer and positioning, suture selection and preparation, operating room safety and environmental hazards, and receiving medications to the sterile field. Additionally, students will set up basic and case-specific instruments and equipment and utilize them in mock surgical procedures. Students will be trained in CPR and certification is obtained in accordance with the guidelines provided by the American Heart Association. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **PREREQUISITE:** Satisfactory completion of STM 101, STM 102, STM 103, STM 200

**STM 202 Surgical Techniques III**  
**4.0 Credit Hours-100 Contact Hours**  
**25 Lecture Hours, 75 Lab Hours, 0 Practicum Hours**  
This module is designed to introduce the student to asepsis and sterile technique as well as scrubbing, gowning, gloving, positioning, prepping, draping and correct sponge, sharps, and instrument counts. Also taught are procedures, methods and principles in the areas of supplies and equipment, principles of patient safety, skin preps, patient positioning, and draping of the operative site. Selected mock surgeries will be performed in the mock OR lab. Additional technical knowledge and skills utilized by surgical technologists including patient transport transfer and positioning, suture selection and preparation, operating room safety and environmental hazards, and receiving medications to the sterile field. Additionally, students will set up basic and case-specific instruments and equipment and utilize them in mock surgical procedures. Students will be trained in CPR and certification is obtained in accordance with the guidelines provided by the American Heart Association. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. **PREREQUISITE:** Satisfactory completion of STM 101, STM 102, STM 103, STM 200, STM 201

**STM 203 Clinical Externship**  
**12.0 Credit Hours-540 Contact Hours**  
**0 Lecture Hours, 0 Lab Hours, 540 Practicum Hours**  
This module is designed to provide the student with the knowledge of how to function as a surgical technologist in a hospital setting or outpatient surgical center. Students are expected to function in the roles of the scrub and the assistant circulator preoperatively, intraoperatively, and postoperatively. The students will have the opportunity to apply the knowledge and skills acquired in the classroom and lab to gain practical experience. Topics include a physical orientation to the operating room and other patient care areas, and basic surgical procedures in case management (scrub and 159 assistant circulator roles). Students will progress in to the role of first scrub. All student activities are under direct supervision of the clinical preceptor. **PREREQUISITE:** Satisfactory completion of STM 101, STM 102, STM 103, STM 200, STM 201, STM 202
Undergraduate Programs 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.*

Phoenix Campus Online, Residential and Blended Programs

Certificate Programs

<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></td>
<td></td>
<td>Residential</td>
</tr>
<tr>
<td>Certificate – Nursing Assistant</td>
<td>$1595</td>
<td>–</td>
<td>$1595</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.

- Fingerprinting card for State Board of Nursing Application: Cost may vary
- Certification Test Fees: Cost varies by entity
- Textbooks: $70
- Blood Pressure Cuff: $7
- Gait Belt: $6.44
- Stethoscope: $6.55
- Scrubs: $25
- Wonderlic Testing: $20.00 initial test/ $10.00 retake

Diploma Programs

<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></td>
<td></td>
<td>Residential</td>
</tr>
<tr>
<td>Diploma – Dental Assistant(1)</td>
<td>$15,225</td>
<td>–</td>
<td>$15,225</td>
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<tr>
<td>Diploma – Medical Assistant(1)</td>
<td>$15,225</td>
<td>–</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Insurance Billing &amp; Coding(1)</td>
<td>$15,225</td>
<td>–</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Office Administration(1)</td>
<td>$15,225</td>
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<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Patient Care Technician(1)</td>
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<td>$15,225</td>
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<tr>
<td>Diploma – Pharmacy Technician(1)</td>
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<td>$15,225</td>
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<tr>
<td>Diploma – Phlebotomy Technician(1)</td>
<td>$15,225</td>
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<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.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Cost Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification /Licensure</td>
<td>Cost varies by entity</td>
</tr>
<tr>
<td>Graduation Regalia</td>
<td>Cost varies- expected cost between $25 and $50 plus shipping</td>
</tr>
<tr>
<td>HESI Testing</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*New Mexico Residents Enrolled in an Online Program – New Mexico Gross Receipt Tax of 7.875% will be added to the tuition shown, the amount will reflect on the enrollment agreement.

(1) Tuition for the Diploma – Medical Assistant, Medical Insurance Billing and Coding, Medical Office Administration, Patient Care Technician, Pharmacy Technician and Phlebotomy Technician is charged each semester on a per credit hour basis at the rate of: $553.63/per credit hour.

(2) Tuition for the Diploma – Dental Assistant is charged each semester on a per credit hour basis at the rate of: $483.33/per credit hour.

Associate Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Technology Fee*</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science – Allied Health</td>
<td>Tuition varies based on total number of transfer credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate of Science – Business</td>
<td>$30,000</td>
<td>$1125</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Health Information Technology</td>
<td>$30,000</td>
<td>$1125</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Medical Laboratory Technician</td>
<td>$30,000</td>
<td>–</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Paralegal Studies</td>
<td>$30,000</td>
<td>$1125</td>
<td>–</td>
</tr>
<tr>
<td>Associate of Science – Physical Therapist Assistant</td>
<td>$39,200</td>
<td>–</td>
<td>$39,200</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 Type</th>
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<tbody>
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<td>Cost varies- expected cost between $25 and $50 plus shipping</td>
</tr>
<tr>
<td>HESI Testing</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*Technology Fees (for Online Only): $1125 total per program. Online students are charged $225 per payment period for technology fees. Associate Degree programs consist of five (5) payment periods (excluding the Allied Health program which consists of two (2) payment periods). Therefore, $225 x 5 = $1125.

*New Mexico Residents Enrolled in an Online Program – New Mexico Gross Receipt Tax of 7.875% will be added to the tuition shown, the amount will reflect on the enrollment agreement.

(1) Tuition for the Associate of Science in Business, Health Information Technology, and Paralegal Studies is charged each semester on a per credit hour basis at the rate of: $500/per credit hour.

(2) For students in the program prior to December 30, 2019, Tuition for the Associate of Science in Medical Laboratory Technician is charged each semester on a per credit hour basis at the rate of: $468.75.

(2) For students in the program as of December 30, 2019, Tuition for the Associate of Science in Medical Laboratory Technician is charged each semester on a per credit hour basis at the rate of: $480.00.
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.

Tuition for the Associate of Science in Physical Therapist Assistant is charged each semester on a per credit hour basis at the rate of: $536.99/per credit hour.

Bachelor Degree Programs

<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(^{(6)})</td>
<td>$60,000</td>
<td>$1,800</td>
<td>–</td>
</tr>
<tr>
<td>Bachelor of Science – Health Care Administration(^{(2)})</td>
<td>$60,000</td>
<td>$2,025</td>
<td>–</td>
</tr>
<tr>
<td>Bachelor of Science – Management(^{(2)})</td>
<td>$60,000</td>
<td>$2,025</td>
<td>$60,000</td>
</tr>
<tr>
<td>Bachelor of Science in Nursing(^{(3)})</td>
<td>$85,000</td>
<td>N/A</td>
<td>$85,000</td>
</tr>
<tr>
<td>Bachelor of Science in Nursing for Baccalaureate Degree Graduates(^{(4)})</td>
<td>$49,467</td>
<td>N/A</td>
<td>$49,467</td>
</tr>
<tr>
<td>Bachelor of Science Nursing – RN to BSN(^{(5)})</td>
<td>$13,500</td>
<td>$900</td>
<td>–</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.

- Certification /Licensure: Cost varies by entity
- Graduation Regalia: Cost varies- expected cost between $25 and $50 plus shipping
- HESI Testing: $50.00

*Technology Fees (for Online Only): $2,025 total per program (online student is charged $225 per payment period for technology fees. Bachelor Degree programs consist of nine (9) payment periods. Therefore, $225 x 9 = $2,025).

*New Mexico Residents Enrolled in an Online Program – New Mexico Gross Receipt Tax of 7.875% will be added to the tuition shown, the amount will reflect on the enrollment agreement.

\(^{(1)}\) For students in the program prior to December 30, 2019, Tuition for the Bachelor of Science – Medical Laboratory Science is charged each semester on a per credit load basis at the rate of: $483.87/per credit hour.

\(^{(1)}\) For students in the program as of December 30, 2019, Tuition for the Bachelor of Science – Medical Laboratory Science is charged each semester on a per credit load basis at the rate of: $489.90/per credit hour.

\(^{(2)}\) Tuition for the Bachelor of Science, 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 $333.33/per credit hour for all Nursing courses and $166.67/per credit hour for general education courses.

\(^{(6)}\) The Bachelor of Science – Criminal Justice is no longer accepting new enrollments into the program.
## Tempe Campus Residential and Blended Programs

### Certificate Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Technology Fees</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate – Nursing Assistant(1)</td>
<td>$1595</td>
<td>–</td>
<td>$1595</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.

- Fingerprinting card for State Board of Nursing Application: Cost may vary
- Certification Test Fees: Cost varies by entity
- Textbooks: $70
- Blood Pressure Cuff: $7
- Gait Belt: $6.44
- Stethoscope: $6.55
- Scrubs: $25
- Wonderlic Testing: $20.00 initial test/ $10.00 retake

### Diploma Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma – Dental Assistant(2)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Assistant(3)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Insurance Billing &amp; Coding(3)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Office Administration(4)</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>
</tr>
<tr>
<td>Diploma – Pharmacy Technician(4)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Sterile Processing(4)</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Surgical Technology(4)</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.

- Certification /Licensure: Cost varies by entity
- Graduation Regalia: Cost varies- expected cost between $25 and $50 plus shipping
- HESI Testing: $50.00
- Wonderlic Testing: $20.00 initial test/ $10.00 retake

(1) Tuition for the Diploma - Surgical Technology is charged each semester at the rate of $7125.00.

(2) Tuition for the Diploma – Dental Assistant is charged each semester on a per credit hour basis at the rate of: $483.33/per credit hour.

(3) Tuition for the Diploma – Medical Assistant, Medical Insurance Billing and Coding, Medical Office Administration, Patient Care Technician, Pharmacy Technician is charged each semester on a per credit basis at the rate of: $553.63/per credit hour.

(4) Tuition for the Diploma – Sterile Processing is charged each semester on a per credit hour basis at the rate of: $475.78/per credit hour.
## Associate Degree Programs

<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>
<tr>
<td>Associate of Science – Business(^{(1)})</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Paralegal Studies(^{(1)})</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Health Information Technology(^{(1)})</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Surgical Technology(^{(3)})</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Allied Health(^{(2)})</td>
<td>Tuition varies based on total number of transfer credits</td>
<td></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.

- **Certification /Licensure**: Cost varies by entity
- **Graduation Regalia**: Cost varies- expected cost between $25 and $50 plus shipping
- **HESI Testing**: $50.00

\(^{(1)}\) Tuition for the Associate of Science Business, Health Information Technology, Paralegal Studies and Criminal Justice 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 Allied Health is charged each semester on a per credit hour basis at the rate of: $492.50.

\(^{(3)}\) Tuition for the Associate of Science in Surgical Technology is charged each semester on a per credit hour basis at the rate of: $419.58.

## Bachelor Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science – Criminal Justice(^{(1)})</td>
<td>$60,000</td>
<td>$60,000</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.

- **Certification /Licensure**: Cost varies by entity
- **Graduation Regalia**: Cost varies- expected cost between $25 and $50 plus shipping
- **HESI Testing**: $50.00

\(^{(1)}\) 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.
# Tucson Campus Residential and Blended Programs

## Diploma Programs

<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>
</tr>
<tr>
<td>Diploma – Medical Insurance Billing &amp; Coding</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Medical Office Administration</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Patient Care Technician</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Pharmacy Technician</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Phlebotomy Technician</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
<tr>
<td>Diploma – Sterile Processing</td>
<td>$15,225</td>
<td>$15,225</td>
</tr>
</tbody>
</table>

1 Tuition for the Diploma – Medical Assistant, Medical Insurance Billing and Coding, Medical Office Administration, Patient Care Technician, Pharmacy Technician, Phlebotomy Technician is charged each semester on a per credit hour basis at the rate of: $553.63/per credit hour.

2 Tuition for the Diploma – Sterile Processing is charged each semester on a per credit hour basis at the rate of: $475.78/per credit hour.

### Additional Student Costs

- Certification /Licensure: Cost varies by entity
- Graduation Regalia: Cost varies- expected cost between $25 and $50 plus shipping
- HESI Testing: $50.00

## Associate Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Associate of Science – Paralegal Studies</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Surgical Technology</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Allied Health</td>
<td>Tuition varies based on total number of transfer credits</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Student Costs

- Certification /Licensure: Cost varies by entity
- Graduation Regalia: Cost varies- expected cost between $25 and $50 plus shipping
- HESI Testing: $50.00

1 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.
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.

Tuition for the Associate of Science in Surgical Technology is charged each semester on a per credit hour basis at the rate of: $419.58.

**Bachelor Degree Programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science – Criminal Justice(1)</td>
<td>$60,000</td>
<td>$60,000</td>
</tr>
<tr>
<td>Bachelor of Science – Management(2)</td>
<td>$60,000</td>
<td>$60,000</td>
</tr>
<tr>
<td>Bachelor of Science – Health Care Administration(3)</td>
<td>$60,000</td>
<td>$60,000</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.

- Certification /Licensure: Cost varies by entity
- Graduation Regalia: Cost varies- expected cost between $25 and $50 plus shipping
- HESI Testing: $50.00

(1)Tuition for the Bachelor of Science in Criminal Justice, Management and Health Care Administration is charged each semester on a per credit hour basis at the rate of: $500/per credit hour.
Albuquerque Campus Residential and Blended Programs

Diploma Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma – Medical Assistant(^1)</td>
<td>$14,750</td>
<td>$14,750</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(^2)</td>
<td>$15,225</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.

- Certification /Licensure: Cost varies by entity
- Graduation Regalia: Cost varies—expected cost between $25 and $50 plus shipping
- HESI Testing: $50.00

\(^*\) New Mexico Gross receipt Tax of 7.875% will be added to the tuition shown, the amount will reflect on the enrollment agreement.

\(^1\) Tuition for the Diploma – Medical Assistant is charged each semester on a per credit hour basis at the rate of: $536.36/credit hour.

\(^2\) Tuition for the Diploma – Medical Insurance Billing and Coding and Patient Care Technician is charged each semester on a per credit hour basis at the rate of: $553.64/credit hour.

Associate Degree Programs

<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>
<tr>
<td>Associate of Science – Business(^1)</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Paralegal Studies(^1)</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Associate of Science – Allied Health(^2)</td>
<td>Tuition varies based on total number of transfer credits</td>
<td></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.

- Certification /Licensure: Cost varies by entity
- Graduation Regalia: Cost varies—expected cost between $25 and $50 plus shipping
- HESI Testing: $50.00

\(^*\) New Mexico Gross receipt Tax of 7.875% will be added to the tuition shown, the amount will reflect on the enrollment agreement.

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

### Bachelor Degree Programs

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

- Certification /Licensure: Cost varies by entity
- Graduation Regalia: Cost varies- expected cost between $25 and $50 plus shipping
- HESI Testing: $50.00

*New Mexico Gross receipt Tax of 7.875% will be added to the tuition shown, the amount will reflect on the enrollment agreement.

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

(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.
Policies

Denial of Admission or Re-entry
Brookline College reserves the right to deny admission or re-entry to any applicant or student the College, at its discretion, determines is either: a) unlikely to benefit from its programs, b) discloses or is found to possess an adverse background that disqualifies them from (a) participation in clinical/practicum or externship experiences required in a program or (b) employment opportunities in the field for which the program is intended to prepare them, or c) whose presence on campus or in the online academic environment is considered by the administration to be disruptive and/or potentially harmful to Brookline College students, faculty, and/or staff. For certain programs, students may eligible to gain clearance from program-specific oversight boards/agencies as it relates to adverse background issues. In the event a student is cleared by an authorized board/agency, they must provide evidence of clearance from program-specific boards prior to admission into the program of study. Regardless, all students admitted to Brookline College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others within the college community.

Graduate Admissions Procedures
Brookline College requires all applicants to complete the following process prior to admission.

1. All applicants are required to attend a live, or virtual, planning session which includes both career and academic goals with an authorized Admissions Representative. Admissions Representatives ensure that applicants meet the following criteria before recommending for enrollment:
   - Applicant career goals are in line with the programs available.
   - Motivation and capacity to successfully meet the academic and career expectation in the field.
   - The ability to attend class regularly and succeed academically.
   - Strong desire to seek employment and progress in their chosen field.

2. Take and pass any required program testing requirements. All pre-enrollment testing requirements are located in the Catalog under Undergraduate Admissions Procedures Policies and Requirements.

3. Complete an Application for Admissions.

4. Complete a financial aid interview to develop a financial plan.

5. Complete the Enrollment Agreement with an Admissions Representative to include collecting all necessary documentation.

6. Meet with Director of Education, or an appropriate Department Director to discuss any unusual enrollment circumstances or accommodations needed to successfully complete the program.

Once all requirements have been completed, the Director of Admissions, Director of Education, and Campus Director reviews the application for approval. Applicants are notified of their acceptance promptly.

Brookline College reserves the right to deny admission previously accepted if any of the items listed above are not successfully completed or found to be falsely represented.

All prospective students are highly encouraged to review the College Catalog prior to signing an Enrollment Agreement. Prospective students are also encouraged to review any performance documentation which is provided prior to signing an enrollment agreement.

Graduate Admittance Requirements

Eligibility
Applicants that graduated from a foreign post-secondary school must provide proof. A certified copy of credentials or official transcripts translated (if applicable) and evaluated by a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators, Inc. (AICE) must be submitted prior to enrollment.
Interview
All applicants must have a personal interview with Brookline College admissions representative. During this interview, a potential student’s eligibility is confirmed, and career goals are discussed, identified, and matched with potential educational objectives.

Master Degree Program
All applicants enrolling into a Master degree program must have evidence of completion of a Baccalaureate degree from a nationally or regionally accredited institution.

Master of Science in Nursing
This program is designed for students who hold a bachelor’s degree in Nursing and who wish to earn a Master of Science in Nursing degree. To be considered for admission applicants must have the following:
1. Baccalaureate degree in Nursing from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution
   a. Evidence, in the form of official transcripts, of conferral of bachelor’s degree; or
   b. For international students, an 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)
2. Current registered nurse license in good standing from any state, territory, or district in the United States. This requirement does not apply to international students.

Master of Science in Nursing - Health Systems Administration
This program is designed for students who hold a bachelor’s degree in Nursing and who wish to earn a Master of Science in Nursing Health Systems Administration degree. To be considered for admission applicants must have the following:
1. Baccalaureate degree in Nursing from a postsecondary educational institution accredited by an agency recognized by the United States Department of Education, or an equivalent degree from a comparable foreign institution
   a. Evidence, in the form of official transcripts, of conferral of bachelor’s degree; or
   b. For international students, an 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)
2. Current registered nurse license in good standing from any state, territory, or district in the United States. This requirement does not apply to international students.
Program Special Requirements

Master of Science in Nursing
This program requires that students recommend a preceptor that specifically meet established practicum standards. Student recommendation related to the preceptor are reviewed and either approved or denied by the program Dean. See the program handbook for specific preceptor requirements.

Requirements for Graduation
In order to graduate, graduate students must meet the following criteria:

1. Achieve a cumulative GPA of 3.0 or higher
2. Met all specific program requirements as listed in the academic catalog

Graduate students that have met all requirements for graduation and have earned a cumulative grade point average of 3.5 or higher will graduate with honors.

Note: Prior to receiving an official transcript, diploma, or degree all institutional indebtedness must be satisfied.
Academic policies apply to residential and online delivery modes except as indicated. Brookline College reserves the right to change these policies as needed in the course of business.

**Academic Integrity**
Brookline College requires all students, faculty and staff to conduct themselves and produce academic work in an ethical manner. Students are expected to conduct themselves at all times with the highest academic standards.

**Policy Statements**
1. Brookline College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades and/or content changes.
2. Student interruptions in program schedules may result in a delay of graduation.
3. Brookline College credits are not automatically transferable to other schools (see Credit Transfer to Another School).
4. All programs may not be available at all locations (see Graduate Programs - Tuition and Fees).
5. Brookline College reserves the right to cancel programs of study, modes of delivery, or individual courses as it deems necessary.

**Plagiarism and Consequence of Violating College Anti-Plagiarism Policies**
Plagiarism is typically defined as the use of another person’s or a group’s words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one’s own work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

1. Another person’s idea, opinion, or theory
2. Any facts, statistics, graphs, drawing - any piece of information that is not considered common knowledge
3. Quotations of another person’s spoken or written words
4. Paraphrases of another person’s spoken or written words
5. Another person’s data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person’s computerized files without authorization.

Plagiarism may be either deliberate or unwitting. Regardless; it is the responsibility of a college student to know what constitutes plagiarism, so that they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Cheating, falsifying documents and/or plagiarism will not be tolerated by Brookline College. The penalties for these offenses are as follows:

- First offense (in cases of lack of knowledge determined by leadership and faculty with investigation: Student receives a Student Nurse Action Plan form, coaching and counseling, and completes the Code of Conduct Reflection form. Additionally, the student must correct the errors. The score is decided upon determining what was plagiarized. For ex: if APA violation, then the student loses the points for APA in addition to any other grading infractions.
- First offense (in cases of knowledge, but error included copying another’s work, using group effort for one’s own work). Student receives a “0” on the assignment or test coaching and counseling from the course instructor and a Student Nurse Action Plan (SNAP) Form (located in Appendix 1) is completed and placed in the student file. The student is allowed to repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a 30% reduction of points. If paper was copied knowingly, a 0 is given.
- Second offense: Student fails the course in addition to coaching and counseling from the course instruction and a Student Nurse Action Plan (SNAP) Form is completed and placed in the student file. The student receives a grade of zero for the assignment.
- Third offense: Student receives coaching and counseling from the course instruction and a Student Nurse Action Plan (SNAP) Form and an "F" for the course
• Any further offense: Student receives coaching and counseling from the course instruction and a Student Nurse Action Plan (SNAP) from an “F” for the course and may be expelled from the college.

Copyright and the Consequences of Copyright Infringement
Students, faculty, and staff must also be cognizant of and avoid copyright infringement. Copyright infringement is using someone else’s ideas or material, which may include a song, a video, a movie clip, a piece of visual art, a photograph, and other creative works, without authorization or compensation, if compensation is appropriate. The use of copyright material without permission is against federal law, and penalties may include fines and/or imprisonment.

File Sharing and Violation of Prohibiting File Sharing Practices
As a consequence of expanded availability of digitized files and computing, peer-to-peer file sharing has become common place. However, making copyrighted material available to others through the use of file sharing networks (e.g., Shareaza, Kazaa, BitTorrent, eMule, or the like) is also prohibited by Brookline College and is considered copyright infringement. In addition to the aforementioned potential for federal penalties, Brookline College reserves the right to revoke the Information Technology privileges of those using or contributing to the use of file sharing networks to either access or provide use of or access to copyright material.

Academic Success Advising
Academic success advising will be initiated by the Program Directors, Dean, Director of Education, Student Services and/or the Campus Director if satisfactory progress is not being made. Advising may also be initiated by individual instructors or requested by the student. Student are urged to seek advising when academic concerns arise. All advising is conducted confidentially unless directed otherwise by the student or required by Brookline College staff. Advising sessions and documentation will be treated in accord with the College’s FERPA policy.

Definitions
Grading periods are defined within each program. Brookline College defines an Academic Year as a minimum of 30 weeks and 24 semester credits.

Semester credit definitions are as follows: Contact hours are defined as follows:
15 hours lecture = 1 semester credit hour
1 contact hour = 50 minutes of instruction with a 10-minute break
30 hours lab = 1 semester credit hour
45 hours clinical = 1 semester credit hour

Student Status
12 credits or more per term = Full time student
Fewer than 12 credits per term = Less than full time student

Instructional methods may include one or more of the following: lecture, case studies, skills demonstration, software exercises, role-play, brainstorming, problem-solving, research projects.

For degree programs, students will be required to spend a minimum of two (2) hours on out-of-class work for every one (1) hour spent in the lecture portion of each class. Out-of-class work may include but is not limited to: reading assignments, library research and other types of assigned “homework” or projects. Course-specific details are outlined on the syllabus and topical outline for each course.

Course Numbering System and Sequence
• Master’s degree courses include 500- and 600- 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.
Add/Drop Period
For all programs, the add/drop period is defined as the first week of the semester (ending Sunday midnight). All schedule changes for the full semester must occur during the add/drop period, which is defined as the first full week of the semester. During this period, students may add or drop classes, but may not withdraw from school without penalty. New students may be admitted during this period provided they attend at least one scheduled class during the add/drop period. Students will not be enrolled after the add/drop period. A student may be permitted to start after the add/drop period if documented mitigating circumstances exist; however, this occurs only at the discretion of and requires permission from the Campus Director. If a student in their first semester of enrollment posts attendance during the add/drop period but does not attend their classes in the second week of the semester, their enrollment will be canceled.

Non-Nursing Reentry
A reentry is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in the same program within 12 months of their last date of attendance. A reenroll is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in the same program outside of 12 months of their last date of attendance or who resume their studies in a new program regardless of their last date of attendance.

Students who withdraw or are terminated by the institution may apply for reentry/reenrollment only once. One additional reentry/reenrollment may be sought at the discretion of management, if an extenuating circumstance exists. If the student has graduated a previous enrollment, used a reentry or reenrollment, the student may use one additional reentry or reenrollment in the new enrollment with the approval of management.

Students seeking to reapply must wait until the next available term start and the student must submit a formal written application. Students requesting reentry/reenrollment must meet Satisfactory Academic Progress Standards (refer to the Institutional Policies section). A student who returns to the College after being a withdrawn student, will have their Satisfactory Academic Progress evaluated prior to their return. From that point forward, the student will be evaluated at the intervals outlined in the Satisfactory Academic Progress policy.

In addition, the student is responsible for resolving any outstanding balance owed to the college prior to readmission. A student who has previously withdrawn or whose enrollment was terminated by the institution must reenter under current program curriculum, policies, pricing structure, and meet any other enrollment criteria when requesting readmission.

Students who meet the Brookline College reentry/reenrollment requirements will be eligible for classes on the basis of course availability.

Nursing Reentry
A reentry is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in the same program within 12 months of their last date of attendance. A reenroll is defined as a student who withdraws or is terminated by the institution and wishes to resume their studies in the same program outside of 12 months of their last date of attendance or who resume their studies in a new program regardless of their last date of attendance.

Students who withdraw or are terminated by the institution may apply for reentry/reenrollment. Nursing students may attempt to reenter/reenroll into the nursing program twice; however, with management approval, reentry/reenrollment may be granted additional times when mitigating circumstances exist.

Students seeking to reapply must wait until the next available term start and the student must submit a formal written application. Students requesting reentry/reenrollment must meet Satisfactory Academic Progress Standards (refer to the Institutional Policies section). A student who returns to the College after being a withdrawn student, will have their Satisfactory Academic Progress evaluated prior to their return. From that point forward, the student will be evaluated at the intervals outlined in the Satisfactory Academic Progress policy.

In addition, the student is responsible for resolving any outstanding balance owed to the college prior to readmission. A student who has previously withdrawn or whose enrollment was terminated by the institution must reenter under current program curriculum, policies, pricing structure, and meet any other enrollment criteria when requesting readmission.
A previously dismissed student who wants to apply for re-entry must complete the Request for Reentry/Reenrollment Form. The Dean of Nursing will review documents and complete an interview with the applicant and complete the Request Denial/Acceptance Form in addition to an Academic Success Plan. Factors for academic success are evaluated in the decision-making process. Notification of SAP status is addressed at time of reentry. Reasons why a student may not be accepted for Reentry/Reenrollment include: violent behavior, substance use, or previous failed reentry/reenrollment.

**Online Attendance Policy**

Online students are encouraged to participate often in each course in which they are enrolled. In order to be marked present for the day, a student must submit a gradable item. A gradable item is defined as a threaded discussion (excluding the Student Lounge and Instructor Virtual Office), assignment, lab, test or quiz.

**Excessive Absence**

After fourteen consecutive days of absence in all classes including externships/practica/clinicals, a student may be withdrawn from the College. If a student is enrolled in multiple courses, attends in one course but fails to attend the others, they may 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.

**Tardiness**

Brookline College encourages students to develop habits that are necessary to be successful in an employment setting. Punctuality is therefore emphasized. Excessive tardiness may result in poor grades, which may subsequently lead to probation, loss of financial aid and/or termination from the College.

**Attendance Records**

Official attendance records are maintained for each class by student. These records become a permanent part of each student’s academic database record. As required by Federal Regulation (34 CFR 668.24) Brookline College maintains all student records for a minimum of five years from the last award year that aid was disbursed after the student is no longer enrolled.

**Grading /Assessment 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>
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<tr>
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<tr>
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<tr>
<td>R</td>
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</tr>
<tr>
<td>Grade</td>
<td>Percentage</td>
<td>Rating</td>
<td>Grade Point Value</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>WF</td>
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<tr>
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<td>None</td>
<td>Withdrawal</td>
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<tr>
<td>TC</td>
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</tr>
<tr>
<td>CR</td>
<td>None</td>
<td>Test Out</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
<td>N/A</td>
</tr>
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</table>

**Progression Policy**

A grade of “B” or higher (3.0) as a passing standard for each course is required by all nursing students enrolled in the graduate program. A cumulative grade point average (CGPA) of 3.0 is required for graduation and must be maintained throughout the program. Any student who earns a "C" or lower in a course, regardless of their current CGPA, must repeat that course to earn a higher grade ("B" or higher). Any student whose CGPA falls below 3.0 will be placed on Academic Probation and must meet with the Director of MSN Online for an Academic Recovery Plan. Any student who, after repeating a course, is unable to bring their CGPA to the 3.0 standard or above, may be dismissed from the program. A student may repeat a course within their program only once. A graduate student may only repeat two courses within their curriculum of study.

**All Programs**

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 for the purposes of determining Satisfactory Academic Progress and will not have any point value.

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. Non-nursing students will have an additional fourteen (14) calendar days from the scheduled end of the course to submit all outstanding assignments and satisfy the Contract for Success. Nursing Students may be granted up to eight (8) weeks to complete course requirements. Granting of a Contract for Success in any course is the discretion of the instructor for that course. 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. “NP” and “P” are used in courses designated as “pass (P)/no pass (NP)”. Students must meet all stated course requirements to receive credit or a passing grade. Pass/no pass grades are calculated into credit hours attempted, however, grade points are not awarded and
therefore have no effect on the student’s cumulative grade point average. “NA” designates a course for which a student was scheduled but did not attempt. This grade is not calculated into credit hours attempted and grade points are not awarded. Therefore, the “NA” grade has no effect on the student’s cumulative grade point average.

Course Repetitions and Withdrawals

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 is changed to “R” which is used to denote a repeated class and will not count in the calculation of the student’s CGPA. The credits attempted in both courses will be considered calculated credits hours attempted for the purpose of determining Satisfactory Academic Progress (SAP).

For students enrolled in an allied health modular program for the first time, one retake will be allowed 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 will be billed to the student’s account. If the retakes cannot be covered with Title IV funds, the student is responsible for making payment arrangements. 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 the College, the student may also be withdrawn. Financial obligations are based on the last date of attendance per agreement signed by the student and Brookline College.

Nursing Students: Scheduling course repetitions due to failure or course withdrawal will be done in accordance with waitlist and ranking practices published in the Nursing Program Handbook, under “Academic Progression”.

Make-up Policy

For questions about the make-up policy, please refer to your course syllabus or course instructor.

Transfer Credit Policy

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 must be submitted with the transcript for evaluation purposes. Applicants seeking transfer credit for nursing courses may be required 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 “C” (2.0) or higher is required to be considered for transfer credit into Diploma, Associate and Bachelor programs. A grade of “B” (3.0) or higher is required to be considered for transfer into a Graduate-level program. In addition, remedial/developmental 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. Brookline College does not accept advanced placement and/or credit for experiential learning.

5. ACE (approved military training and service) Recommendation - An ACE transcript.

6. Non-general education/core concentration courses completed greater than five (5) 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.

8. For transfer of credit requirements pertaining to the Bachelor of Science in Nursing, Bachelor of Science in Nursing for Baccalaureate Degree Graduates, and Bachelor of Science in Nursing (RN to BSN) programs, please refer to program specific information listed under the Admittance Requirements section of this catalog.

Process for Evaluation:

1. A Student may submit an official or unofficial transcript to the registrar for review for transfer of credit

2. The registrar will provide transcripts to the Director of Education, Program Director, or Dean depending upon the appropriate subject matter expert

3. The Director of Education, Program Director, or Dean will have transcripts reviewed and transfer of credit awarded, if appropriate, and returned to the registrar within 48 hours
   a. If a determination cannot be made immediately, the subject matter expert will notify the registrar of any additional documentation needed to make a final decision

4. The registrar will officially inform the student of the transfer of credit decision the day that it is received from the subject matter expert.

5. The registrar will notify admissions and financial aid of the decision

6. Official transcripts are due before the start of the student’s second semester with the school

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 coursework completed at Brookline College. Brookline College does not, in any way, imply or guarantee credits may transfer.

Transferring Credits into a Brookline College Program

Courses previously completed at Brookline College will be evaluated as all other course work if a student re-enrolls or transfers into a new program of study. In the case where a program has changed, previously completed coursework will be required to undergo the transfer of credit process (see Credit for Previous Education) for applicability to current program requirements, and general education courses that were successfully completed and passed at Brookline College, under the grading criteria, will be considered for transfer of credit in the new program. Exceptions may be made by the Chief Academic Officer as needed. Courses shared between programs will be associated to the student’s new program of study. In either scenario, a student will resume their studies under the same SAP status as when they left their original program of study. Credits deemed eligible for transfer of credit will be reflected on the student’s Brookline College transcript (see Credit for Previous Education). The number of weeks in the new program and ‘official’ program length may be influenced due to the transferred courses. Transfer credit may also impact the student’s schedule.

Transferred courses and grades are not calculated in the GPA (see Credit for Previous Educational Training). Transferred credits will affect the applicant’s maximum time frame for satisfactory academic progress and completion percentage.
(See Satisfactory Academic Progress (SAP) Statement). Associated courses are calculated in the GPA and Rate of Progression calculations.

**Timeline**
All awards of transfer of credit must be finalized by the end of the student’s first semester. If the College does not receive official transcripts prior to the start of class and the student is 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 based on the student receiving credit for the course (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 ensure that the College receives all official transcripts and documentation (e.g., course descriptions and/or syllabi) supporting their transfer of credit request. All official transcripts should be delivered to the Office of the Registrar at the campus the student wishes to attend. 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 of Transfer Credit**
Student appeals of credit transfer decisions should follow the Brookline College appeals procedure outlined in this catalog under Institutional Policies.

**Residency Requirements**
At a minimum, for all undergraduate and graduate level programs**, no fewer than 50% of the credits required in the program of study must be earned in residence at Brookline College. Only 50% of the credits required in the program of study can be met through transfer credit.

**The RN to Bachelor of Science in Nursing, and the Bachelor of Science in Medical Laboratory Science programs have a different residency requirement. These programs require that 25% of the credits required in the program of study must be earned in residence at the Brookline College campus that is conferring the degree.

**The Associate of Science in Allied Health, the Associate of Science in Health Information Technology, the Associate of Science in Surgical Technology, programs have a different residency requirement. Graduates of a Brookline College diploma program are required to complete 25% of the credits required in the program of study in residence at the Brookline College campus that is conferring the degree. Students who did not attend and complete a program at Brookline College, must complete 50% of the credits required in the program of study in residence at the Brookline College campus that is conferring the degree.

**Program, Schedule, and Campus Change**
Students may request a program and/or schedule change through the Office of the Registrar. Program changes may not occur more than one time per academic year and each program change requires a new enrollment agreement to be signed.

Students may request a campus transfer to another Brookline College Campus. The request must be made through the Office of the Registrar at the “Home” institution (campus of initial enrollment) to begin the process. Final acceptance into the transfer campus will be made by the Directors of Education or designees at both the “Home” and transfer campuses.

**Transcripts and Diplomas**
**Transcripts:** Students are entitled to receive official transcripts upon their request. The first 2 transcript requests are complimentary. Each subsequent request will be charged $10 per transcript. A transcript request will not be processed for a student who is financially delinquent to Brookline College. That is, an official transcript will not be issued until all financial obligations to the institution have been met. The financial delinquency provision does not apply in the case of Health Care program completers who are taking the State Board exam may have an official transcript sent to the State Board.
Diplomas: One diploma will be issued at no cost to each student who has met all financial and academic obligations required of Brookline College. A fee of $10 will be assessed for each replacement diploma. A diploma request will not be processed until all financial obligations to the institution have been met.
GRADUATE ACADEMIC PROGRAMS

Graduate Programs
Below is a list of Graduate Degree programs and the locations in which they are available:

- Master of Science in Nursing
  - Phoenix - online
- Master of Science in Nursing – Health Systems Administration
  - Phoenix - online
- Master of Science in Public Administration
  - Phoenix-online

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.

Master of Science in Nursing - Health Systems Administration
36 CREDITS – 600 CONTACT HOURS – 48 WEEKS
The Master of Science Nursing - Health Systems Administration program prepares graduates to assume a variety of administrative roles within academic or health care settings. The curriculum provides the foundation for administrative practice through courses in health systems and policy, organizational leadership, and research applications. Specialty courses provide learning related to organizational theory and dynamics; informatics; economics, accounting, and financial management; healthcare finance; legal, regulatory, and ethical considerations; and quality management. The program includes a practicum course which promotes the application and utilization of advanced theoretical knowledge and offers students the opportunity to demonstrate advanced leadership/management competencies in a selected healthcare organization.

Student Learning Outcomes:
Upon completion of the Master of Science in Nursing- Health Systems Administration program, graduates will be able to:

- Synthesize concepts from nursing and other disciplines to build upon and advance professional nursing practice.
- Integrate evidence-based advanced knowledge and skills into advancing nursing roles.
- Utilize technologies that support advancing nursing practice through critical thinking, decision making, and interprofessional collaboration.
- Demonstrates the use of leadership strategies that advance the design, implementation, and evaluation of advancing nursing practice.
- Function effectively as a change agent, member, and leader of interprofessional teams to influence healthcare and nursing practice for individuals, families, populations, and systems.
- Analyzes the impact of social, political, economic, and technological trends in healthcare on nursing practice and healthcare delivery.

Online Program Requirements-

<table>
<thead>
<tr>
<th>Program Concentration – 36 Credits – 600 Contact hours</th>
<th>Credit Hours</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Practicum</th>
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<tr>
<td>MSN 600 Health Care Systems and Policy</td>
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<tr>
<td>MSN 610 Organizational Theory and Leadership</td>
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<td>MSN 620 Research Methods and Evidence-Based Practice</td>
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<td>MSN 622 Health Care Economics</td>
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<td>MSN 624 Essentials in Nursing Administration</td>
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<td>MSN 633 Quality Management and Patient Safety</td>
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</table>
The Baccalaureate in Nursing and the Master’s in Nursing programs at Brookline College are accredited by the Commission on Collegiate Nursing Education:

655 K Street, NW, Suite 750,
Washington, DC 20001
Telephone: (202) 887-6791

**Master of Science in Nursing**

**36 CREDITS – 600 CONTACT HOURS – 48 WEEKS/96 WEEKS**

The Master of Science in Nursing program prepares graduates to assume the role of an entry-level nurse educator within academic or health care settings. Core courses in the program provide the foundation for the educator role in the areas of health systems and policy, organizational leadership, and research applications. Specialty courses provide learning related to theoretical foundations for higher education, roles of the nurse educator, teaching/learning theory and strategies, curriculum structure and design, assessment/evaluation of student learning, instructional technologies, and academic leadership roles. The program includes one practicum course at the faculty or instructor level.

**Student Learning Outcomes:**
Upon completion of the Master of Science in Nursing program, graduates will be able to:

- Synthesize concepts from nursing and other disciplines to build upon and advance professional nursing practice.
- Integrate evidence-based advanced knowledge and skills into advancing nursing roles.
- Utilize technologies that support advancing nursing practice through critical thinking, decision making, and interprofessional collaboration.
- Demonstrates the use of leadership strategies that advance the design, implementation, and evaluation of advancing nursing practice.
- Function effectively as a change agent, member, and leader of interprofessional teams to influence healthcare and nursing practice for individuals, families, populations, and systems.
- Analyzes the impact of social, political, economic, and technological trends in healthcare on nursing practice and healthcare delivery.

**Online Program Requirements**

<table>
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<tr>
<th>Program Concentration – 36 Credits – 600 Contact hours</th>
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The Baccalaureate in Nursing and the Master’s in Nursing programs at Brookline College are accredited by the Commission on Collegiate Nursing Education:
655 K Street, NW, Suite 750,
Washington, DC 20001
Telephone: (202) 887-6791

Master of Science in Public Administration

36 CREDITS - 540 CONTACT HOURS - 60 WEEKS

The Master of Science in Public Administration program prepares graduates for a variety of administrative roles within the public sector. This curriculum ensures that students can engage in the core competencies of enhancing leadership and decision-making, contributing to the public policy process communicating effectively in diverse organizational settings, advancing a public service perspective, and using critical thinking and problem solving in organizational settings to serve the public (community) within the public or non-profit sectors. Throughout this program students will focus on the human health aspect, community needs awareness, organizational development, management and theories, accounting and financial management, public law to include family law and crisis intervention, government budgeting and statistics to improve on the community growth and outcomes, problem-solving, analysis, ethics, and improved organizational performance. Students will be able to use key concepts and analytical approaches from human resource administration, public budgeting, ethics and administrative law, within the context of the public service values of equity, accountability, transparency, access and responsiveness to diversity.

Student Learning Outcomes:

Upon completion of the Master of Science in Public Administration program, graduates will be able to:

- Recognize the need for community intervention and improvements
- Integrate evidence-based practices to improve community resources and evaluate the need for improvements
- Articulate the unique nature of public administration, the role of the public administrator, and the contextual elements that differentiate the public from the nonprofit and private sectors
- Appraise the organization environment, both internal and external, as well as the culture, politics and institutional setting
- Utilization of organizational resources in efficient and effective ways
- Demonstrate comprehensive understanding of and skill applying the Ethical Problem-solving model
- Employ analytical tools for collecting, analyzing, presenting and interpreting data, including appropriate statistical concepts and techniques
- Understand the unique nature and challenges of leadership in the public sector, highlighting the discussion of internal and external factors that make government and not-for-profit organizations different from organizations in the private sector
- Utilization of organizational resources in efficient and effective ways
- Understand the need for intervention methods in the public sector and recognize the need for intervention models
- Understand basic public, administrative, and family laws required for public assistance
- Demonstrate a comprehensive knowledge of human resource management and employee recognition for administrators, city managers, consumer safety inspectors, county managers, criminal investigators, customs inspectors

Online Program Requirements:

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<th>Program Concentration – 36 Credits – 540 Contact hours</th>
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Graduate Programs School Calendar/Start Dates

Expected graduation dates may be influenced by breaks or similar scheduled academic interruptions, which may include a leave of absence, a repeated course(s), intentional breaks between consecutive terms/semesters, or a change of program. Brookline College typically observes the following holidays: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. During weeks that contain holidays, make-up hours will be scheduled to be completed before the term/semester ends.

2020 Breaks:

Non-Nursing classes are not in session during the summer break from July 6th, 2020 and July 10th, 2020 and the winter break from December 14th through December 25th, 2020. The Campus LRC and other resources will be available during this time.

Semester-Based program breaks occur between each semester: April 20th, 2020 through April 24th, 2020, August 17th, 2020 through August 24th, 2020, and December 14th, 2020 through December 25th, 2020.

If a scheduled start date falls on an observed holiday (refer to page 5 of this catalog), students will not be expected to be in attendance on that day. Rather, they will need to attend their next scheduled class day after the holiday.
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<tr>
<th>Programs</th>
<th>Nursing, Nursing-Health Systems Administration</th>
<th>Public Administration</th>
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Courses are listed by course code followed by the title, semester credits, contact hours, course descriptions, and prerequisites, if applicable. **Brookline College course codes are as follows:**

MSN - Master of Science - Nursing  
MPA - Master of Science – Public Administration

Semester credit hours and prerequisites/ co-requisites, when applicable, are noted after each individual course description. Students may only take courses for the program in which they were admitted. Not all courses are offered at all locations.

**MPA 500 INTRODUCTION TO PUBLIC ADMINISTRATION**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will cover the basics of public administration from the first administrative state to the current. Throughout this course, students will learn organizational patterns, evaluation and empirical analysis, core organizational problems, community control. Students will also focus on agendas, change and conflict in personnel challenges in labor relations and equal opportunities.

**MPA 501 ORGANIZATION DEVELOPMENT**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will cover the evaluation and reinforcing of organization change, processes and future development of economic, ecological and social directions. Students will focus on trends, with regional and global focus in relation to performance management, performance appraisal, and transformational change.

**MPA 502 HUMAN RESOURCE ADMINISTRATION**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will cover the foundations of Human Resource Development (HRD), throughout this course, students will learn to evaluate, design, implement effective HRD training programs. Covered in this course will also be, management development, socialization and orientation for the new employee, diversity training and development of change.

**MPA 510 ORGANIZATIONS AND COMMUNITIES**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will cover advocating for human rights, engaging human diversity through social services and agencies. Students will work through various projects to establish culturally competent, empowering organizations. Covered in this course will be ethics and ethical dilemmas within the community organizations, micro and macro skills utilized within the community-based organizations.

**MPA 511 ORGANIZATIONAL MANAGEMENT**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course will cover the evolving complexity of organizational theories, theoretical counterparts, analyze the activities of people and linkages to the wider environments. Student will review the historical development to the greater maturity and sophistication of the ideological realities within the organization.

**MPA 520 ADMINISTRATIVE STATISTICS**  
3.0 credit hours – 45 contact hours  
45 hrs Lecture 0 hrs Lab 0 hrs Practicum  
This course is designed to demonstrate statistical methods and applications to the real world for managers and economists. Throughout this course students will learn data-driven exercises and cases with proper interpretations for
statistical applications that can be used by marketing managers, financial analysts, accountants, economists, operations managers and public administrators.

**MPA 601 POLICY ANALYSIS AND EVALUATION PROCESS**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will cover the various sections within public policy. Students will learn issue background, contemporary policy and policy evaluation with changing government-business relationships, legal and social equality, immigration, foreign and domestic policy. Additional topics covered will be crime and criminal justice dilemmas, poverty and social welfare, healthcare transformation and education policy directions.

**MPA 602 GOVERNMENT BUDGETING**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will cover the differences between public finances vs business finances. Included in this course students will learn about the budget process, revenue sources structure and administration of the revenue. Other topics that are covered throughout the course will be state and local tax structures along with state and local pension plans.

**MPA 605 HUMAN SERVICES**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will cover the purposes and processes of human services management. Students will examine various management challenges through theoretical to practical, that are unique to human service setting along with the, organizational design, human resource management, supervision, finances, information systems, program evaluations leadership and organizational change.

**MPA 606 PUBLIC CRISIS INTERVENTION**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will cover the various types of crisis that can occur within a community setting. Throughout this course, students will learn and research how to deal with specific client populations, their needs and how to implement the ABC model of crisis intervention. Connecting theory and practice into various crisis settings to help students better understand a systematic approach for intervention.

**MPA 610 ADMINISTRATIVE LAW**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
Students will learn about the various federal, state and local levels of administrative law. During this course they will learn many variations of the agency regulation of business. Topics to be covered are the creation and history, scope of administrative law, power of agencies and control of agency powers.

**MPA 612 FAMILY LAW CAPSTONE COURSE**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course will cover the basics of family law in the 21st century. Topics that will be covered are basic areas of torts and family laws, along with covering various concepts of how family law interacts with other areas of the law. Topics that will be covered are child, elder, adult and adolescent issues as related to common questions and the laws that pertain to them for the public servant. The capstone portion of the course the student will put together a community-based project within the scope of the law that will assist in the better of the community. This project will utilize all learned material from the program. **PREREQUISITE/Corequisite:** Successful completion of all MPA courses

**MSN 600 HEALTH CARE SYSTEMS AND POLICY**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course examines the United States health care system from the perspective of providers, regulators and consumers. Focus is on the structure and function of health care as an industry and in the form of systems of integrated systems and individual entities. Key elements of organizational structure and operations unique to the industry, with complex horizontal, vertical and virtual elements, are emphasized. The role of policymakers and other stakeholders influencing
the health care system including government, the provider community, special interest groups, and various payers is a course focus. Students will review frameworks from economics, finance, and organizational theory to analyze policy.

**MSN 610 ORGANIZATIONAL THEORY AND LEADERSHIP**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
The purpose of this course is to introduce nurses to the organizational dynamics of the systems in which they work as it is imperative to understand and function successfully within practice environments. Course content is based on social science theories, business practices, and psychological tenets. Management principles are outlined, and issues related to organizational behavior in the health care industry are discussed. These include change and resistance to change, motivation and morale, and power and politics, among others. An exploration of leadership theory within the context of the organizational environment allows the student to integrate key principles of organizational dynamics and leadership effectiveness.

**MSN 620 RESEARCH METHODS AND EVIDENCE-BASED PRACTICE**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides the essential knowledge to evaluate critically quantitative and qualitative research, interpret findings, and apply research-based evidence to nursing practice. The synthesis and utilization of research evidence to support practice decisions and identify recommended practice changes are emphasized. Students will develop knowledge related to the use and application of descriptive and inferential statistical techniques to answer research questions.

**MSN 622 HEALTH CARE ECONOMICS**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course provides graduate students an introduction to the economics of the U.S. health care system and a framework to understand how economic principles affect the provision of health care services and how the health care industry affects the economy. The course explains the dynamics of revenue and cost, including funding and financing, and evaluates differences between health care markets and those of other industries. The course covers key economic principles and the economics of health insurance, hospital finance and funding, managed care initiatives, and reasons why health care costs continue to rise. The course will provide insight into important recent developments and policy shifts such as the rise of performance-based funding in health care, the impact and cost of achieving universal health care, and the economic implications of the Affordable Care Act.

**MSN 624 ESSENTIALS IN NURSING ADMINISTRATION**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
As the complexity of the health care system continues to evolve, knowledge and skills related to management and leadership are critical elements for health care and nursing administration practice. The course focuses on analysis of core competencies related to administrative practice as defined by selected professional organization and includes an exploration of leadership and management theory. Observational experiences provide students with opportunities to analyze the demonstration of the AONE competencies for nurse administration practice.

**MSN 626 FINANCIAL OPERATIONS & MANAGEMENT I**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This two-course sequence provides a framework for understanding and applying financial management concepts in nursing and health care administration. The first course will cover a basic introduction to the healthcare environment from a financial perspective, principles of economics and accounting, cost management and analysis, and financial statements. Students will apply content to personal and professional contexts throughout the course. Methods used to develop, manage, interpret, and control finances are examined.

**MSN 628 FINANCIAL OPERATIONS & MANAGEMENT II**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This continuation course allows students to begin to apply concepts learned in the first course to the various financial operations that underlie healthcare and nursing administration practice. Students will be exposed to various types of budgets and the budgeting process. Strategies for understanding and controlling budget results and financial resources will be covered, along with concepts related to the forecasting process. A final focus will be on the role of the nurse leader as it is to entrepreneurship within the organization.

**MSN 630 - THEORETICAL FOUNDATIONS OF HIGHER EDUCATION**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course presents foundational concepts in higher education for nurse educators working with and within higher education and health care institutions. The history of higher education in the United States is examined. Course content includes topics specific to higher education, among them, purpose, financing, administration, structure, curriculum and faculty and student related issues. The course explores academic freedom, tenure, student policies and faculty selection.

**MSN 631 HUMAN RESOURCE MANAGEMENT**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course covers human resource management functions in the administration of healthcare services. The course focus is on human resource management models, professionalism, workforce diversity, employee recruitment, selection and retention, performance management, labor relations, and nursing workload planning. Specific emphasis is placed on legal issues as they relate to human resource management.

**MSN 633 QUALITY MANAGEMENT AND PATIENT SAFETY**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
The focus of regulatory, consumer, and clinical leaders/groups is on quality management across the healthcare system. This course provides foundational knowledge and skills for healthcare administrators in a variety of settings. Quality management/improvement and patient safety are major forces shaping healthcare. The work of quality management theorists and analytical tools and methods are featured, along with content related to accreditation, regulation, quality awards/designations and resources. The emphasis is on maximizing patient outcomes in the aggregate regardless of venue.

**MSN 635 LEGAL, REGULATORY AND ETHICAL ISSUES IN HEALTHCARE ADMINISTRATION**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
The course explores legal and regulatory requirements, practice standards, and ethical principles as important components of healthcare administration. The course will cover health care ethics, civil and criminal law related to health care practice, corporations and contracts, liability issues, department specific requirements, human resource law, and standards of patient safety. Federal and state regulatory requirements that impact healthcare delivery are examined.

**MSN 637 HEALTH INFORMATICS FOR NURSING ADMINISTRATION**
3.0 credit hours – 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
The healthcare industry is increasingly dependent on information technology to inform, manage, and improve care delivery and quality. This course emphasizes current and future information technologies, concepts, and methods essential for the administration of healthcare services. Topics explored are electronic health records, the role of information technology in the measurement and maintenance of quality, care coordination, health care policy, and consumer use of information and technology. An examination of Institute of Medicine findings, conclusions, and recommendations related to the development, implementation, and integration of information technology is included.

**MSN 639 PRACTICUM IN HEALTH SYSTEMS ADMINISTRATION**
3.0 credit hours – 105 contact hours
15 hrs Lecture 0 hrs Lab 90 hrs Practicum
This course allows students to work with an approved Practicum Mentor in healthcare administration. Students may work with a nurse manager, director, chief nursing officer, or other individuals in administrative roles in a healthcare organization. Students will synthesize theories, concepts, and principles learned during the graduate program to analyze
practicum experiences. Students will identify and complete a project that addresses a leadership/administrative issue in a healthcare environment.

**Prerequisites:** MSN600, MSN610, MSN620, MSN622, MSN624, MSN626, MSN628, MSN631, MSN633, and MSN635.

**MSN 640 - THE NURSE EDUCATOR: ROLES AND RESPONSIBILITIES**
3.0 credit hours - 65 contact hours
35 hrs Lecture 0 hrs Lab 30 hrs Practicum
The course will enable the student to examine the roles held by nurse educators and the various settings in which they function. It will provide an overview of teaching/learning principles, the teaching environment, faculty-student relationships, student evaluation, and other elements foundational to the nurse educator role. Special focus will be placed on current issues and trends in and recommendations for the transformation of nursing education.

**MSN 650 - CURRICULUM STRUCTURE AND DEVELOPMENT**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course allows the student to develop an understanding of curriculum structure and function and the relationship between curriculum and organizational philosophy and goals. Course content includes models related to organizing curricula and addresses principles useful in implementing a curriculum and developing course syllabi. Focus is on the curriculum development process ranging from factors that impact curriculum development to curriculum and course evaluation.

**MSN 660 - TEACHING AND LEARNING: THEORY AND PRACTICE**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course prepares graduates to develop competence in evidence-based teaching/learning strategies for use with diverse students in educational settings. Course activities focus on the process and outcomes of teaching/learning, including educational theory, critical thinking, interdisciplinary collaboration, consumers of education, evaluation of learner outcomes, and educational innovation. Course assignments focus on application of course content in clinical and didactic settings.

**MSN 665 – ADVANCED PATHOPHARMACOLOGY FOR THE NURSE EDUCATOR**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
This course focuses on the development of advanced levels of proficiency in pathophysiology and pharmacology. A sound theory base in advanced pathopharmacology is essential for nurse educators as they guide/instruct students caring for patients with complex healthcare needs. The course emphasizes the interrelationship between pathophysiology and pharmacology in the delivery of safe and effective care. Course activities center on the integration and application of pathopharmacology theory, principles and concepts in selected disease state across the adult life span.

**MSN 670 - MEASUREMENT AND EVALUATION OF STUDENT LEARNING**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
At the completion of this course students will have a thorough grounding in basic principles of testing and measurement as applied to nursing education in both the classroom and clinical setting. The course focuses on the process of measuring and evaluating knowledge and skill acquisition. Students will develop an understanding of the technical aspects of testing and evaluation as applied to nursing education. Included are concepts related to evaluation of classroom learning, test construction and analysis, evaluation of clinical skills and applied knowledge, administration and interpretation of standardized tests, social, ethical and legal issues in student evaluation, and the development of program indicators and outcomes using test results.

**MSN 675 – ADVANCED HEALTH ASSESSMENT FOR THE NURSE EDUCATOR**
3.0 credit hours - 45 contact hours
45 hrs Lecture 0 hrs Lab 0 hrs Practicum
The physical and psychosocial well-being of patients requires the application of specialized nursing knowledge and skills. This course will allow students to develop advanced physical assessment skills nurse educators can use as instructors, providers and leaders in varied healthcare and educational settings. Students focus on mastering physical assessment
skills and related knowledge to access the health status of patients across the adult life span. Special attention is given to identify cultural implications in health assessment.

**MSN 680 - TEACHING WITH TECHNOLOGY**

*3.0 credit hours - 45 contact hours*

*45 hrs Lecture 0 hrs Lab 0 hrs Practicum*

This course focuses on informational and instructional technologies and their application in the teaching/learning environment to enhance learning. This course provides students an opportunity to explore current technology and identify specific uses of media, multimedia, computer-based applications, models, and simulations in nursing education practice. Use of nursing education specific computer programs, course management software, PDAs, simulation, gaming, virtual classrooms and clinical environments, social networking, blogs, wikis, and podcasting are examples of technology that will be explored.

**MSN 700 - PRACTICUM IN NURSING EDUCATION**

*3.0 credit hours - 105 contact hours*

*15 hrs Lecture 0 hrs Lab 90 hrs Practicum*

Theory, concepts, and educational principles previously acquired are applied to facilitate transition of the student from learner to practitioner. In collaboration with an approved Practicum Mentor and under direct supervision of the course instructor, students gain a comprehensive understanding of and experience with the roles and responsibilities of a nursing instructor. Students will participate in the teaching/learning process in an actual educational environment and complete a practicum project, analyzing practicum experiences using theoretical constructs, specialty content, and acquired competencies. **Prerequisites:** MSN600 – Health Care Systems in Policy, MN610 – Organizational Theory and Leadership, MSN 620 – Research Methods and Evidence – Based Practice, MSN 630 – Curriculum Structure and Development, MSN 660 – Teaching and Learning: Theory and Practice, MSN 670 – Measurement and Evaluation of Student Learning. **Co-requisites:** MSN 680 – Teaching with technology.
Graduate Programs Tuition and Fees

Phoenix Campus Online Programs

Master Degree Programs

<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 Admin (1)</td>
<td>$15,000</td>
<td>$675</td>
<td>$15,675</td>
</tr>
<tr>
<td>Master of Science – Public Admin (1)</td>
<td>$15,000</td>
<td>$900</td>
<td>$15,900</td>
</tr>
</tbody>
</table>

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

*Technology Fees (for Public Administration): $900 total per program (online student is charged $225 per payment period for technology fees. Master of Public Administration Degree program consists of four (4) payment periods. Therefore, $225 x 4 = $900).

*New Mexico Residents Enrolled in an Online Program – New Mexico Gross Receipt Tax of 7.875% will be added to the tuition shown, the amount will reflect on the enrollment agreement.

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

Effective 1/10/2020

Pages 52 and 98 – Addition of hybrid delivery method for Medical Insurance Billing and Coding Diploma program

Page 113 – Associate of Science Allied Health blended delivery method

Pages 145, 148, 151 – Updated graduation dates

Effective 12/3/2019

Pages 88 and 220 – Transferring Credits within Brookline College Policy

Effective 12/2/2019

Page 5 – Addition of 2020 Holiday Calendar

Page 114 – Allied Health updated to include Blended Modality

Pages 114 – 137 – Length in weeks updated for several programs

Pages 121 and 133 – Update to course codes for MLT and MLS programs as of December 30, 2019

Pages 140 and 227 – Addition of 2020 Breaks

Pages 141-153 and 228 – Addition of 2020 Start and Graduation Dates

Effective 10/30/2019

Page 36 – Addition of Sterile Processing Diploma and Nursing Assistant Certificate to approved VA programs

Page 52 – Distance Education Consortium Agreement

Page 115 – AS Business Online extension of program length in weeks

Page 117 – AS Health Information Technology Online extension of program length in weeks

Page 120 – AS Paralegal Studies Online extension of program length in weeks

Page 127 – BS Health Care Administration Online extension of program length in weeks

Page 128 – BS Management Online extension of program length in weeks

Pages 196-198 – Corrections to STM courses

Pages 200-201 – Adjustment to tech fees/tuition for extension of online program(s) length

Effective 10/11/2019

Pages 220, 228 – MSN 640 - Change to 30 lecture, 30 practicum hours

Effective 10/3/2019
Pages 52, 91, 142, 175, 198-201, 203 – Addition of new program Medical Office Administration Diploma for Online, Phoenix, Tempe and Tucson campuses

Pages 52-53 – Online Computer Requirements

Page 54 – Addition of California Student Tuition Recovery Fund information for California Residents

Pages 88, 217 – Residency Requirements

Pages 102, 105 – Pharmacy Technician Externship Requirements

Page 114 – Addition of Concentration Options for Associate of Science Business

Pages 118-119 – Inclusion of Medical Laboratory Technician ‘Program Prior to 12/30/19’ and ‘Program As of 12/30/19’

Page 128 – Addition of Concentration Options for Bachelor of Science Health Care Administration

Pages 130-133 – Inclusion of Medical Laboratory Science ‘Program Prior to 12/30/19’ and ‘Program As of 12/30/19’

Page 212 – Non-Nursing Reentry

Pages 219, 223-225, 230 – Addition of new program Master of Science in Public Administration

Effective 9/18/2019

Pages 111-112 – MLT updated to reflect new credits of 62.5

Pages 122-123 – MLS updated to reflect new credits of 122.5

Effective 8/27/2019

Page 169 – Addition of pre-requisite course NUR 305 – Adult Health I, added to NUR 403 – Community Health Nursing

Effective 8/23/2019

Page 19 – Addition of Online Campus contact for ADA Policy

Pages 89, 107, 139, 140, 194 – Addition of Associate of Science Paralegal Studies and Diploma Patient Care Technician for Albuquerque campus

Pages 107, 134, 191 - Addition of Associate of Science Paralegal Studies for Tempe campus

Effective 8/12/2019

Page 35 – VA Policy Statement

Pages 107, 136, 192-193 – Addition of Associate of Science Surgical Technology for Tucson campus

Pages 207-208 – Minor updates to program learning objectives for MSN programs
Effective 7/26/2019

Pages 187, 188, 193, 194, 214 – New Mexico Residents Enrolled in an Online Program

Effective 7/17/2019

Pages 61-63 – HESI Testing
Page 65 – RN BSN Transfer Credits
Pages 88, 103, 134-136, 181-182 – Addition of Sterile Processing Diploma program
Pages 107-122 – Programmatic General Education courses

Effective 6/26/2019

Page 74 – Residential Attendance and Make Up Work Policy
Page 78 – Associate of Science Physical Therapist Assistant Grading Scale
Pages 51, 70, 105, 129, 132, 185, 188 – Addition of Associate of Science – Health Information Technology program
Pages 129-137 – Start Dates

Effective 6/12/2019

Page 20 – Student Health Information
Page 35 – Dept. of Veterans Affairs Benefits
Page 76 – Externships/Practicum/Clinicals

Effective 6/4/2019

Page 2 – Executive Administration
Page 52 – Addition of Online Course Access
Page 83 – Residency Requirement: Addition of Associate of Science Surgical Technology program
Page 110 – Associate Degree Programs: Addition of Associate of Science Surgical Technology program
Pages 178-180 – Course Descriptions: Addition of STM courses for Associate of Science Surgical Technology program
Pages 181-188 – Tuition: MedA Diploma programs and Associate of Science Allied Health

Effective 4/17/2019

Pages 103, 110, 126-133, 181-185 – Addition of Associate of Science Allied Health, Bachelor of Science Criminal Justice, Bachelor of Science Health Care Administration, Bachelor of Science Management programs
Page 55 – Placement calculation

Effective 4/4/2019

236
Pages 82 and 165 – Removal of wording ‘within 5 years’ for RN to BSN program pre-requisite PRQ RN to BSN 177

Effective 4/2/2019

Pages 88-100, 146-171 - Add back in, current diploma programs with Module A and Module B, and inclusion of Med A-Foundations of Health course information for June 3, 2019 start date

Effective 3/29/2019

Page 2 – Executive Administration

Page 31 – Non-nursing allied health dress code policy

Page 59 – Admissions policy update for AS Allied Health to include block transfer wording

Pages 93, 161 – Removal of ‘no longer accepting new enrollments‘ statement for AS Paralegal Studies program

Pages 82, 111, 151 – Inclusion of PRQ RN to BSN 177 transfer credits for RN to BSN program


Effective 2/1/2019

Pages 3, 29, 109, 110 – Removal of ACEN Accreditation

Page 93 – Addition of Associate of Science Business to Tempe and Albuquerque offerings

Pages 117 and 121 – Addition of Associate of Science Business start and graduation dates

Page 150 – PCT Module E and PCT Module G changes

Pages 160 and 163 – Removal of PCT graduate free tuition for Nursing Assistant program

Effective 12/7/2018

Page 5 – Holiday Calendar

Pages 60-67 – Program Admittance Requirements (Nursing)

Page 69 – Requirements for Graduation (RN to BSN)

Page 74 – Non-Nursing Reentry/Reenroll

Page 74 – Nursing Reentry

Pages 80 and 122 – Correction of course code from EN 098 to EN 074

Pages 81-82 – Transfer Credit Policy (Nursing)

Pages 107-109 – Bachelor of Science in Nursing Program

Page 152 – Addition of PRQ 276
Effective 10/15/2018

Page 80 - Bachelor of Science in Nursing Programs Grading System

Page 82- Transferring Credits into A Brookline College Program

Effective 8/17/2018

Page 24- Satisfactory Academic Progress

Page 31- Rules Governing Classrooms/Labs

Page 61- Bachelor of Science in Nursing Program

Page 63- Bachelor of Science in Nursing for Baccalaureate Degree Graduates Program

Page 75- Nursing Reentry

Pages 113-120- Undergraduate Programs School Calendar/Start Dates

Page 153- PTA205 Prerequisite/Co-requisite

Page 172- Nursing Reentry

Page 181- Graduate Programs School Calendar/Start Dates

Effective 6/6/2018

Page 5- Holiday Calendar (Med Lab programs)

Page 48- Institutional Cancellation and Refund Policy

Pages 61–63 clarification of the requirements for the Bachelor of Science in Nursing for Baccalaureate Degree Graduates Program

Page 68- Benefits for Military Students and Family

Effective 5/22/2018

Page 3- Accreditation and Licensing (Removal of ACICS)

Page 5- Holiday Calendar (College of Nursing)

Pages 75-76- Grading Assessment Scale

Page 62- clarification of the requirements for the Bachelor of Science in Nursing for Baccalaureate Degree Graduates Program
Effective 4/19/2018

Page 51- Online Excessive Absences

Pages 60 through 64- Undergraduate Programs Admissions Procedures Policies and Requirements: Bachelor of Science in Nursing and Bachelor of Science in Nursing for Baccalaureate Degree Graduates Programs

Page 67- Benefits for Military Students and Family

Page 73- Residential Attendance Policy for Non-Nursing Students

Page 75- Excessive Absences

Page 80- Foundational Courses

Page 116- Foundational Course Descriptions

Pages 153 and 156- Nursing Assistant (Certificate program) tuition

Page 167- Online Attendance Policy

Effective 3/30/2018

Overall- Address update for the Commission on Collegiate Nursing Education

Page 62- clarification of the requirements for the Bachelor of Science in Nursing for Baccalaureate Degree Graduates Program

Page 86- removal of Dialysis Tech program

Page 93- removal of AS in Accounting program

Page 116- removal of Accounting courses related to AS in Accounting program

Page 124- removal of DT Modules

Effective 2/17/2018

Page 1: History

Page 3: Accreditation and Licensing

Effective 1/31/2018

Pages 81-82: Grading Assessment System

Page 176: Graduate Level Grading Assessment System

Effective 1/24/2018

Pages 81-82: Grading Assessment System

Page 176: Graduate Level Grading Assessment System
Effective 1/21/2018

Pages 59-62: HESI testing requirements changed for Albuquerque campus

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