



Beal College

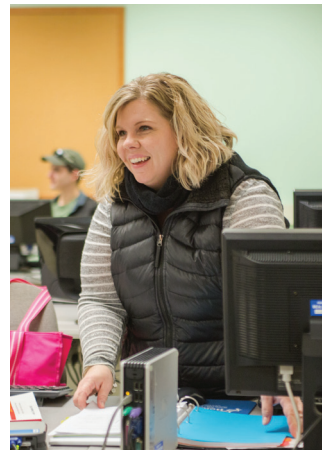
Educating Career Professionals since 1891

COURSE CATALOG

2018-2019



Effective September 1, 2018





Accrediting Commission of Career Schools and Colleges

Beal College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.



Commission on Accreditation
of Allied Health Education Programs

In addition, the Beal College Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727)210-2350. www.caahep.org.



The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Contact CAHIIM, c/o AHIMA, 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601-5800 or (312) 233-1131. Visit their web site at <http://www.cahiim.org/>.

In the administration of its educational policies, hiring practices and other college administered programs, Beal College prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, age, marital or parental status or handicap.

Beal College operates its programs and activities so that, when viewed in their entirety, they are readily accessible to handicapped persons. Academic counseling and financial assistance are provided to students with disabilities in a nondiscriminatory manner. Exclusion of handicapped persons from any course of study is prohibited as long as the student is able to meet the standards of a course safely and effectively.

Beal Education, LLC

Beal Education, LLC, dba Beal College, is a Limited Liability Company (LLC) located and registered in the State of Maine. The governance and control of Beal College is carried out by Sheryl DeWalt, CPA, MBA, Managing Member of Beal Education LLC.

Beal College reserves the right to change any and all statements in this catalog when necessary.

2018-2019 ACADEMIC CALENDAR

MOD 6 2018

July 2	Classes Begin
July 4	Independence Day, No Classes
August 24	MOD 6 Ends

Fall Break: August 27 – August 31

MOD 1 2018

September 4	Classes Begin
October 8	Columbus Day, No Classes
October 26	MOD 1 Ends

MOD 2 2018

October 29	Classes Begin
November 22 & 23	Thanksgiving Break, No Classes
December 21	MOD 2 Ends

Winter Break: December 24 – December 31

MOD 3 2019

January 1	New Year's Day, No Classes
January 2	Classes Begin
February 18	Presidents' Day, No Classes
February 22	MOD 3 Ends

MOD 4 2019

February 25	Classes Begin
April 15	Patriot's Day, No Classes
April 19	MOD 4 Ends

Graduation Break: April 22 - April 26

MOD 5 2019

April 29	Classes Begin
May 27	Memorial Day, No Classes
June 21	MOD 5 Ends

Summer Break: June 24 – June 28

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MESSAGE FROM THE PRESIDENT

Welcome to Beal College!

Beal College is a place of tradition, strongly held values and a well-respected long standing history through providing education to Bangor area residents since 1891. It is a post-secondary collegiate institution unmatched in its breadth and depth and its commitment to community engagement. As you explore what makes Beal College unique, I encourage you to consider how you fit in our dynamic community.

We often point to the achievements of Beal College alumni, an extraordinary group of professionals, entrepreneurs, public servants, authors, counselors, and leaders in nearly any field conceivable. For many, their life's work can be traced back to the strong roots at Beal College. Their stories can be linked to teachers who encouraged them, peers who applauded them, an obstacle from which they rebounded, and endless opportunities to pursue their passions.

Academic excellence is expressed by our unusually broad and deep curriculum. Through more than 150 courses, teachers meet students where they are, then push them further than they ever thought possible. Students arrive eager to share and refine their talents and skills. Just as important, we encourage our students to explore areas they may not have considered.

Beal College is fortunate to have exceptional faculty, devoted to teaching and connecting with students well beyond the classroom walls. Faculty members serve as coaches, advisors and counselors academically and professionally. The College supports professional development which leads to new ideas in the classroom. It has a shared commitment to high principles and to continuous learning and innovation.

I wish you the best for academic success, a prosperous future and becoming an integral part of the over 125 year Beal College legacy!



Sheryl DeWalt

President

BEAL COLLEGE MISSION STATEMENT

To become partners with our students in their journey to improve their career opportunities through the contemporary academic programs offered at Beal College.

Vision

Beal College will become the region's premier career college by focusing on academic programs and associated student support services that are both qualitatively and quantitatively effective.

Institutional Objectives

- To offer academic programs that are effective and career focused.
- To offer high quality student support services appropriate to the demonstrated needs of the College's student body.
- To use the resources of our community in the development of program offerings and student support services.
- To be an effective and contributing member of the Central Maine community.
- To practice a set of core values that embraces respect for individuals, the importance of concern for others and equality.
- To use the tools, processes and procedures of Institutional Effectiveness to insure we fulfill our mission for all College stakeholders.

WHY BEAL COLLEGE?

Since its founding in 1891, Beal College has established a solid reputation for training capable men and women for professional careers. Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), Beal College offers two-year associate degree programs in Accounting, Administrative Office Professional, Law Enforcement Concentration in Criminal Justice, Health Information Technology, Human Resource Management, Information Technology, Medical Administrative Specialist, Medical Assisting, Nursing, Substance Abuse Counseling and Welding Technology, as well as a diploma program in Substance Abuse Counseling and certificate programs in Medical Assisting and Welding Technology.

Perhaps the most attractive asset that Beal College has to offer the sincere student is the atmosphere of close cooperation between students, staff and faculty. With a low student-faculty ratio, Beal College students reap the benefits of personal attention that can be offered in a small school environment.

HERITAGE

On October 23, 1891, Miss Mary E. Beal and several partners established the Bangor Business College, which later became known as Beal College.

Located on the second floor of the YMCA building, Beal College's student body of less than 25 students followed a curriculum of banking, finance, accounting, business arithmetic, penmanship, business writing, commercial law, shorthand and typewriting.

By January 1892, the student body had grown to more than 100 students, necessitating the addition of space. To meet this requirement, the Shorthand and Typing Department was moved to the Exchange Street Block.

Miss Beal eventually became the sole owner of the Shorthand Department of the Bangor Business School. In 1903, Miss Beal's School of Shorthand and Typing became a separate entity of approximately 30 students. On July 14, 1922, Miss Beal sold the school to Francis G. Lee, at which time it was incorporated under the name of Beal College of Commerce.

In *Maine--A History*, published in 1928, Harris B. Coe described Beal College of Commerce as "not only the largest of its kind in Bangor, but also one of the largest in the State."

In 1929, the name was changed to Beal College School of Business, then after several administrations, became Beal Business College.

When the College's 50th anniversary was observed on September 14, 1941, it offered two-year degree programs in secretarial studies, business, administration, bookkeeping and commercial and stenographic programs.

On April 28, 1968, Beal College was authorized by an act of the Legislature of the State of Maine to confer the Associate Degree of Science. Beal College was accredited as a junior college of business in 1970 by the Accreditation Commission for Business Schools in Washington, D. C.

As a result of community requests, the Evening Division of Beal College was established in January 1971 to meet the needs of adults in the community who wished to pursue their education while engaged in full-time employment. The year-round, eight-week modular system for both day and evening classes was introduced in 1985.

To accommodate the needs of an expanding student body, the campus was moved to 629 Main Street in November of 1972, then to its present location at 99 Farm Road in Bangor in May of 2004. In 2012, the College expanded by building a Fitness & Wellness Center for its students and employees, as well as an on-campus cafe.

Throughout 2016, Beal College celebrated its 125th anniversary. With more than a century of service to Maine citizens, Beal College is recognized today throughout our State for its excellence in education and continues to provide practical, hands-on career training in a small, personal and friendly environment.

ADMISSIONS

Applying to Beal College is easy and the Admissions Office is here to help! Contact us anytime with questions, to set up your campus visit, or for help with your application.

Phone 207-947-4591 • Toll Free 1-800-660-7351

E-mail: admissions@bealcollege.edu

Text: 207-745-8889 or 207-951-2691

Website: www.bealcollege.edu

ADMISSIONS POLICY

Beal College has a rolling admissions policy which means that a candidate will be considered for acceptance as soon as his or her application for admission with application fee (or fee waiver) are received *and* the applicant has submitted proof of a high school diploma, GED or HiSET, and has taken all required entrance exams or qualifies for an entrance exam exemption.

HOW TO APPLY:

Step 1: Submit an application for admission with \$30 application fee or fee waiver. The application fee is a required one-time-only fee. You may download an application from our website, request a mailed application, or apply online at www.bealcollege.edu/applyonline.

Please submit applications to: Admissions Office
Beal College
99 Farm Road
Bangor, Maine 04401

Application fee waivers are also accepted at Beal College in lieu of the \$30 fee from the following:

- College Board SAT
- Financial Hardship request from your high school guidance counselor
- MEOC (Maine Educational Opportunity Center) program
- METS (Maine Educational Talent Search) program
- NACAC (National Association for College Admissions Counseling)

Step 2: Contact the Admissions Office to set up your campus visit. Beal College welcomes and encourages prospective students and their families to make an appointment to tour our campus. The College requires accepted applicants to schedule a campus visit prior to registering for classes. Applicants will not be permitted to register for classes until meeting with Admissions and the Registrar. Any applicant seeking financial aid must also meet with a member of the Financial Aid Office prior to any applicable financial aid deadlines.

To schedule a college visit, please contact the Admissions Office. Appointments may also be scheduled in-person or over the phone through the Business Office.

Step 3: Request your high school transcript, GED, or HiSET. High School Diploma. Candidates for admission who have earned a high school diploma must request that their high school submit a final, official copy of their transcript to Beal College. The transcript should include the applicant's name and date of graduation. Transcripts must be mailed or electronically submitted from the high school or adult education facility, directly to Beal College. Transcripts carried by an applicant and faxed copies of transcripts will not be

considered official and will not be accepted. Adequate documentation of a high school diploma means one recognized by the state in which the high school is located. High school transcripts from other countries will be accepted as long as they are reasonably equivalent to a United States transcript and must appear in English to be considered acceptable. Applicants who cannot provide adequate documentation of a high school diploma will be asked to sit for a HiSET or GED.

General Equivalency Diploma (GED). Applicants who have earned their GED must request an official copy to be mailed or electronically submitted from the state it was issued in, or GED testing site, directly to Beal College. The GED should include the applicant's name and reflect a passing score. Copies of GEDs carried by an applicant, and faxed copies of GEDs, will not be considered official and will not be accepted. Please be advised that there may be a fee for requesting a copy of your GED; the applicant is responsible for payment of this fee. GEDs will also be accepted from DiplomaSender.com as well (electronic or mailed copies). The applicant is still responsible for payment if having his/her GED sent from this site.

High School Equivalency Test (HiSET). Applicants who have earned their HiSET must request an official copy to be mailed or electronically submitted from the state it was issued in, or HiSET testing site, directly to Beal College. The HiSET should include the applicant's name and reflect a passing score. Copies of HiSETs carried by an applicant and faxed copies of HiSETs will not be considered official and will not be accepted. Please be advised that there may be a fee for requesting a copy of your HiSET; the applicant is responsible for payment of this fee.

Transcripts which are personally delivered from a high school, GED or HiSET official directly to a Beal College official will be accepted.

Home- School Applicants. Applicants who have earned their high school diploma through home-school education in Maine must provide passing GED or HiSET scores, unless a high school diploma was awarded by a state-approved public or private school, recognizing the home-school education received by the applicant as legitimate. The Admissions Office will verify whether or not the public or private school is state-approved. If an applicant received their high school diploma through home-school education in another state, the Admissions Office will verify whether or not that state issues diplomas for home-schoolers. If that state does not issue diplomas to home-school students, the applicant will be asked to sit for a GED or HiSET, unless a high school diploma was awarded by a state-approved public or private school, recognizing the home-school education received by the applicant as legitimate. The Admissions Office will verify whether or not the public or private school is state-approved.

Step 4: Take the Entrance Exam. All degree, diploma and certificate-seeking Applicants, *with the exception of Nursing students (Nursing students are required to take the Nursing Admissions Test, see page 11)*, will be required to take the Beal College reading comprehension exam unless they qualify for an exemption as listed below.

Exemptions for the reading comprehension exam include:

- Applicants who have achieved a college degree at the associate level or higher. Proof is required by having an official transcript mailed or sent electronically to Beal College from the issuing college/university.
- Successful completion of a college level English course (must achieve a grade of C or higher). All English classes and course descriptions are subject to the approval of the Admissions Office. Proof is required by having an official transcript mailed or sent electronically to Beal College from the issuing college/university.

Any of the following, achieved in the last ten years:

- SAT score of at least 460 on the reading/ critical reading/ verbal section. Some high school diplomas show SAT scores, if not, you will need to request your SAT scores from the College Board, please contact the College Board at (866) 756-7346.
- ACT score of at least 16 on the English section.
- Language arts reading score of at least 500 on the GED (General Equivalency Diploma).
- HiSET score of 12 or higher on the reading section.
- Advanced Placement (AP) score of 3 or higher in English (language & composition, literature & composition, etc.).

Welding Technology applicants: In addition to the above entrance exam policy, all applicants to Beal College's Welding Technology program are required to take the Beal College welding math exam unless they qualify for an exemption. Please contact the Admissions Office for more details.

Exemptions for the math exam include any of the following, achieved in the last ten years:

- SAT score of at least 460 on the math section.
- ACT score of at least 17 on the math section.
- Math score of 500 or higher on the GED (General Equivalency Diploma).
- HiSET score of 12 or higher on the math section.
- Advanced Placement (AP) score of 3 or higher in math (calculus, statistics, etc.).
- Successful completion of a college level math course (must achieve a grade of C or higher). All math classes and course descriptions are subject to the approval of the Welding Technology Program Director.

Please note: student-submitted copies of documents will not be accepted by Beal College. Official copies of scores (SAT, AP, etc.), transcripts (high school, college, etc.), HiSETs and GEDs must be mailed or electronically submitted to Beal College by the issuing entity or the applicant's high school or adult education center, college or university, State Department of Education, College Board, etc. to qualify for an exemption. Grades of C- (college/university courses) will not qualify applicants for exemptions.

Passing Scores. All applicants who take the reading comprehension exam must achieve a score of 60 or higher to be considered for acceptance to Beal College. All Welding Technology applicants who take the math exam must also achieve a score of 60 or higher to be considered for acceptance to Beal College.

How many times may I take an entrance exam? Applicants are allowed to take a specific exam up to two times at Beal College and must wait a period of 24 hours before re-testing. Passing test scores will be considered acceptable for a period of five years should an applicant withdraw his/her application for any reason. If the applicant re-applies after five years, he/she will have to test again.

What happens if I do not pass an entrance exam? Applicants who do not pass a required exam after retesting will be referred to a local adult education center or other method to brush up on skills.

In order to be considered for admission to Beal College, the applicant will have to take the exams again and receive passing scores; however, the applicant must wait 6 months before being allowed to test for a third time.

Please contact the Admissions Office for details or for more information on testing requirements, exemptions, or to schedule a test date.

Step 5: Financial Aid. At Beal College, financial aid is available to those who qualify. Any applicant who wishes to apply for financial aid at Beal College should start the process by filling out the FAFSA (Free Application for Federal Student Aid) at www.FAFSA.gov. It is in the best interest of the applicant to file the FAFSA as soon as possible – the school code for Beal College is 005204. Applicants who file a FAFSA after applicable financial aid cutoff deadlines may be asked to start the following Mod, unless able to pay school expenses out of pocket or have other sources of funding for college (employer, agency, etc.). Non Degree students and audits are not eligible to apply for financial aid.

Step 6: Submit your immunization records. Beal College complies with the State of Maine statute regarding immunization requirements for students attending post-secondary institutions. Requirements which must be met before a student attends class are listed below.

All degree, diploma, or certificate-seeking applicants must provide proof of immunization against Tetanus and diphtheria (Td, DTaP, etc.) administered within the last 10 years. All degree, diploma, or certificate-seeking applicants born after December 31, 1956 must provide proof of immunization against measles, mumps, and rubella (MMR). Two doses of MMR are required or proof of immunity through titer testing (blood work) for MMR.

Official documentation must include immunizing agent, dosage, date on which immunization was administered and the signature of the administering official. Proof may also include official stamp of medical facility or proof of immunization printed on medical facility's company letterhead. In certain cases where immunization is medically inadvisable, a written statement from the applicant's health provider may exempt the applicant from receiving immunizations. In addition, in cases of sincere religious belief or for moral, philosophical or other personal reasons, a student may submit a statement in writing of their opposition to immunization. Medical exemptions and other written oppositions must be accompanied by a signed letter of opposition form available through the Admissions Office.

Step 7: Provide proof of medical insurance. Beal College requires all students to be covered under a medical insurance plan provided by the College unless the student can provide proof of his or her own personal medical insurance.

All students taking 9 credits or more will be automatically enrolled in the Student Health Insurance. Students who wish to have the expense removed may do so by completing the online waiver form at www.crossagency.com/beal. Eligible students may also "Opt-in" to the insurance at www.crossagency.com/beal.

Appointment Policy. Prospective students who miss two or more appointments with the Admissions Office may be denied the opportunity to schedule any future appointments and will be seen on a walk-in basis instead.

Admissions Office Plagiarism Policy. Beal College does not condone plagiarism. The Admissions Office reserves the right to deny or revoke an offer of admission to Beal College for any applicant found to have committed the act of plagiarism, especially with regard to the essay portion of an admissions application, Mary Beal Tuition Discount essay, etc. Falsifying information on the application may also result in denial or revocation of an offer of admission.

Students with Disabilities and Special Needs. See page 16 for information regarding documentation for special academic consideration or services for a learning and/or

physical impairment. Requests for accommodation must be made before beginning classes.

Re-entering Students. Students wishing to re-enter Beal College after a period of absence of six or more consecutive MODs (one year) are required to submit an updated Application for Admission. Re-entering students will be required to complete the academic requirements of their program from the catalog under which they are re-admitted. A Medical Assistant student who is returning after an absence of one year or more is required to meet with the Program Director and may not be registered for MA101, MA111, MA112, MA211 or MA212 without approval from the Director.

Graduates of Beal College who wish to return to complete a new program of study or to continue their education will also be required to submit a new Application of Admission. The application fee is a one-time only fee; re-entering students and graduates do not need to pay the fee a second time, provided that adequate proof exists of prior payment. Please contact the Admissions Office for further information.

Transfer Students. Students transferring to Beal College from other post-secondary educational institutions need to have a copy of the transcript from the college or university previously attended submitted to Beal College. Faxed transcripts, and transcripts that are carried or mailed by a student or applicant, are not considered official and will not be accepted. To be considered official, a transcript must be mailed or sent electronically from the previously attended college or university directly to Beal College. A maximum of 30 credit hours will be accepted toward an associate degree and a maximum of 12 credit hours will be accepted toward a diploma or certificate. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate. Please see additional information concerning transfer credits on page 34.

Veterans. Applicants who are requesting Veterans Administration (GI Bill®) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer credit. Applicants with military service should have a copy of their Joint Services Transcript, Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine Corps American Council on Education Registry Transcript) sent to the College for credit evaluation.

Non-Degree Students. Students who do not wish to enroll in a degree, diploma, or certificate program but want to take individual courses may do so under Non-degree Status. ***Students under Non-degree Student Status are required to follow the admissions policies with regard to an Application for Admission, application fee or fee waiver, and high school diploma, GED or HiSET. Non-degree students must meet the prerequisite requirements for courses of their choice.*** Non-degree students are not eligible for financial aid as they are not enrolled within a degree, diploma or certificate program. Non-Degree Students are not required to take an entrance exam and are not required to provide immunization records. The Registrar is the designated academic advisor for class registration purposes.

Should a Non-degree student wish to declare a degree, diploma or certificate program, all admissions requirements must be met and appropriate forms filed with the Admissions Office. Contact the Admissions Office for further information.

Nonimmigrant and International Students.

Beal College may accept Nonimmigrant F-1 and M-1 students as full time students providing the student meets all of the admissions requirements for nonimmigrant students.

Please contact a Designated School Official for information about nonimmigrant admissions process and requirements.

In addition, Beal College accepts applicants who are United States citizens, have dual citizenship (if one is U.S.), are naturalized citizens of the U.S., are U.S. citizens born abroad, are residents of a U.S. territory, or have a Permanent Card (Green Card) with a valid "A" number.

Acceptance. The College will notify the applicant of an acceptance decision as soon as the candidate's application for admission and application fee (or fee waiver) are received *and* the applicant has taken the entrance exam or qualifies for an exemption. Applicants should understand that all offers of admission are conditional, pending receipt of required documents for admission, and compliance with the admissions policies as stated above.

Enrollment Agreement. Each student who enrolls at Beal College will enter into an Enrollment Agreement with the College. The Enrollment Agreement will clearly outline all program related tuition and fees and identify expectations of both the student and the College. The agreement must be signed by the student and appropriate school officials, and a final copy provided to the student prior to the student sitting in class.

If a student changes from one program to another at Beal College, a new Enrollment Agreement will be completed and must be signed by the student and appropriate school officials, and a final copy provided to the student.

Cancellation Policy. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.00.

Dismissal Policy. Beal College reserves the right to serve notice of dismissal to any student or to deny admission to any candidate for admission if, in the opinion of the administration, an individual's conduct or any other action is deemed detrimental to the best interest of the student body and the institution.

ADMISSIONS REQUIREMENTS FOR THE ASSOCIATE DEGREE NURSING PROGRAM.

In addition to the general Beal College admissions requirements found above, the Associate Degree in Nursing requires:

1. Applicants must achieve a passing score on the Nursing Admissions Test. This Test is a pre-admission assessment to determine whether a student has the necessary academic skills to perform effectively in a school of nursing. Designed for students with a high-school education (or equivalent), the multiple-choice test is nursing-content focused and tests basic reading, writing, math, and critical thinking. Additional information about content areas can be obtained from the Nursing Program Director.

Priority consideration will be given to applicants who earn a score of 70% or higher on the exam. The exam may be taken 3 times only, with a waiting period of 3 weeks between exam attempts. Performance results are valid for 2 years.

2. Applicants must submit official high school transcripts and/or college transcripts that show a cumulative (overall) grade point average of 2.5 or a C average.

3. Prior to attending NU100 Introduction to Foundational Nursing Concepts, applicants must have obtained a Current CPR Certification: Basic Life Support (BLS) from the American Heart Association (AHA).

4. In addition to the immunizations required of all applicants to Beal College, Nursing program applicants are required to provide proof of immunizations against the following prior to attending NU100 Introduction to Foundational Nursing Concepts:

- Hepatitis Series B and Titer. 6+ month process. If non-immune, a waiver is required.
- Negative Test for Tuberculosis (PPD). A 2-step PPD is required.
- Chickenpox with a Varicella Titer. If non-immune, 2 doses of Varicella virus vaccine is required.
- Annual requirement: Influenza (Flu) shot.

5. Nursing students must be able to provide proof of personal health insurance.

6. Background checks are required for all Nursing students.

ADVANCED PLACEMENT EXAMINATIONS

Test results from College Board Advanced Placement examinations with a score of 3 or better will be accepted for consideration by Beal College. Credit may be granted for certain equivalent courses. The student is responsible for submitting the official College Board Advanced Placement results to the Beal College Registrar for consideration. To request copies of your AP scores, please contact:

AP Services
P.O. Box 6671
Princeton, NJ 08541-6671
Toll Free: (888) 225-5427

Advanced Placement courses are recorded on the student's Beal College transcript with a grade of T. The courses are not calculated in the student's cumulative grade point average but are included in the pace of completion and count towards the maximum time frame for a student to complete his or her program.

DISTANCE EDUCATION / ON-LINE COURSES

Certain courses at Beal College may be scheduled to be taken on-line in a distance education format. Courses may be delivered completely on-line, while others may be scheduled as blended or hybrid courses. A blended or hybrid course usually requires the student to be in attendance on campus for certain days and to complete coursework on-line for others.

Before a student may register for any scheduled on-line course, the student must have completed the regular admissions requirements for all students and be a resident of the State of Maine. In addition, the student will be required to successfully complete a standardized assessment tool to assess his or her potential to be successful taking a course via distance education. The student will also be required to meet with an advisor to discuss whether or not the on-line delivery is an appropriate option for the student. Each student will review a checklist of items that explain the skills required for success in taking an on-line course. Students will be required to complete a tutorial on using the Edvance360 learning management system (LMS) prior to registration.

While taking an on-line class can be an attractive option to the student in terms of flexibility and scheduling, taking a course on-line requires self-discipline and motivation. The content

and expectations for on-line courses are as demanding as for those offered on-campus. The student should understand that he or she will be required to spend a minimum of 8-12 hours a week on-line for each course taken through distance education.

Courses offered on-line will appear on the regular mod schedules as they are released. Students interested in more information about on-line classes offered at Beal College may contact their Program Director or the Registrar.

ARTICULATION AGREEMENTS

Beal College holds articulation agreements with the following Maine high school technical/vocational centers. Beal College may award credit for all or some of the above to qualified applicants. For more information, please contact the Beal College Admissions Office.

Technical Center	Tech Center Program	Beal College Major	# of Possible Credits
Capital Area Technical Center	Health Career Sciences	Allied Health Majors	3 college credits: ZO101
Caribou Technical Center	Welding	Welding Technology	3 college credits: WL121
Hancock County Technical Center	Health Sciences	Medical Assisting	6 college credits: MA101, ZO101
Hancock County Technical Center	Health Sciences	Health Information & Medical Admin. Spec.	3 college credits: ZO101
Hancock County Technical Center	Law Enforcement	Criminal Justice: Law Enforcement	3 college credits: LE101
Mid-Coast School of Technology	Health Sciences	Allied Health Majors	6 college credits: ZO101, ZO111
Tri-County Technical Center	Criminal Justice	Criminal Justice: Law Enforcement	3 college credits: LE101
Tri-County Technical Center	Health Occupations	Health Information & Medical Admin. Spec.	3 college credits: ZO101
Tri-County Technical Center	Health Occupations	Medical Assisting	6 college credits: MA101, ZO101
United Technologies Center	Business	Business & Administrative Programs	3 college credits: BA100
United Technologies Center	Health Occupations	Allied Health Majors	3 college credits: ZO101
Waldo County Technical Center	Emergency Medical Services	Allied Health Majors	3 college credits: ZO101
Waldo County Technical Center	Health Sciences	Medical Assisting	3 college credits: MA101

Credit awarded for courses through articulation agreements will be noted on a student's transcript with a grade of PR. Credit by articulation agreements does not count towards a student's cumulative gpa, but will count as credit attempted and earned for pace of completion calculations. Requests for credit to be granted through an articulation agreement must be made prior to a student enrolling in and posting attendance for the class.

TRANSFER AGREEMENTS

Beal College holds transfer agreements with the following Maine colleges and universities. All transcripts will be reviewed on an individual basis to assess transferability.

College or University	"Transfer Into" Major	Beal College Major	# of Possible Transfer Credits
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Husson University	Bachelor of Science in Accounting	Associate of Science in Accounting	60 credits
Husson University	Bachelor of Science in Accounting/MBA Dual Degree	Associate of Science in Accounting	60 credits
Husson University	Bachelor of Science in Business Administration	Associate of Science in Administrative Office Professional	60 credits
Husson University	Bachelor of Science in Business Administration	Associate of Science in Human Resource Management	66 credits
Husson University	Bachelor of Science in Criminal Justice	Associate of Science in Law Enforcement	60 credits
Husson University	Bachelor of Science in Psychology	Associate of Science in Substance Abuse Counseling	69 credits
Saint Joseph's College	Bachelor of Science in General Studies (Accounting Spec.)	Associate of Science in Accounting	69 credits
Saint Joseph's College	Bachelor of Science in General Studies (Criminal Justice Spec.)	Associate of Science in Criminal Justice: Law Enforcement	69 credits
Saint Joseph's College	Bachelor of Science in Health Administration (additional option: progressive Master's path)	Associate of Science in Medical Assisting	71 credits
Thomas College	Bachelor of Science in Accounting	Associate of Science in Accounting	60 credits
Thomas College	Bachelor of Science in Criminal Justice Law Enforcement Concentration	Associate of Science in Criminal Justice: Law Enforcement	60 credits
University of Maine at Presque Isle	Bachelor of Arts in Criminal Justice	Associate of Science in Criminal Justice: Law Enforcement	69 credits

CREDIT FOR LIFE EXPERIENCE

Beal College recognizes that students may have gained significant learning through a relevant job or career, professional training, and other life experience. The College will consider granting credit in cases where the student can demonstrate that prior learning or experience is equivalent to specific college courses. The credit awarded will be based on an assessment of the knowledge, skills, or competencies acquired. In order to be considered, the student must provide clearly organized and documented evidence that proves the knowledge is equivalent to college-level learning.

1. The student must be enrolled as a student at Beal College.
2. The student must complete an essay or narrative explaining how the prior learning relates to the student's degree program, from what experience it was gained, and what specific courses the student is requesting credit for.
3. The credit requested must be course-equivalent and applicable to the student's program of study.
4. The student must provide documentation that he or she has actually acquired the appropriate learning that is being claimed.

Documentation may include but is not limited to such things as licenses or certifications, attendance at seminars, workshops or conferences, community service, specialized training, work experience, resumes, letters from employers or others who can confirm job duties, various tests or other assessments, and military experience. Documentation must be sufficient to prove college-level learning and course-equivalency and to warrant granting of credit.

The material submitted by the student will be reviewed by a committee including the Program Director, the Academic Advisory Committee, and the Registrar. This committee will determine the number of credits, if any, that can be granted based upon the material submitted.

A fee of \$150.00 must be paid for each course for which life experience is requested before the materials submitted to the committee will be reviewed. The fee is assessed each time a student submits material for review, regardless of whether credit is granted at that time or not. A maximum of 20 credits towards an associate degree and a maximum of 9 credits towards a diploma or certificate program may be granted for life experience. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate. A grade of EX will be recorded on the student's transcript for each course for which life experience credit is given. The courses are not calculated in the student's cumulative grade point average but are included in the pace of completion and count towards the maximum time frame for a student to complete his or her program. Credit given for life experience cannot be used as a substitute for a course previously taken for which a passing grade was not received.

PROFICIENCY EXAMINATIONS

Enrolled students exhibiting proficiency in certain courses offered at Beal College may request a proficiency examination; successful completion with a grade of 80% or better allows the student to bypass the course and receive the credit hours associated with the course. The fee for the proficiency examination is \$150.00 and must be paid prior to taking the exam. A maximum of 20 credits towards an associate degree and a maximum of 9 credits towards a diploma or certificate program may be granted for proficiency exams. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate. A grade of PR will be recorded on the student's transcript for each course for which proficiency credit is given. The courses are not calculated in the student's cumulative grade point average but are included in the pace of completion and count towards the maximum time frame for a student to complete his or her program.

Students wishing to take a proficiency examination may submit a written request to the Dean of Education. A proficiency examination may be taken only once and must be taken prior to beginning the course; once a student has attended a class, he or she may not take a proficiency examination. Failure to pass the proficiency examination will result in the student being required to take the course.

Proficiency examinations may be taken in most courses; further information about proficiency examinations may be found on page 31 or by contacting the Registrar's Office.

AUDITING OF CLASSES

A student may audit any course *if space is available*. The Audit Fee of \$150.00 per credit and any applicable lab fees must be paid in full prior to the start of the class. Financial aid is not available for audits. Since the student is enrolled in the course solely for faculty expertise, lecture and discussion, the auditing student's participation in quizzes, tests, examinations and the like is not required; therefore, no grade will be assigned nor credit granted for the audited class.

In certain instances where a student has previously received credit at least one year prior for a course, the student may be interested in auditing the course before continuing on to

the next level. If a student wishes to convert a class that has previously been audited to credit, he or she may take a proficiency exam in the course.

Students seeking readmission to the Medical Assisting program after a period of absence of one year who have previously completed any of the Medical Assisting Labs, must audit the last clinical lab taken to prove competency in skills (affective, psychomotor, and cognitive) and safety protocols before proceeding forward to the next lab. In addition, if the student successfully completed all four medical assisting labs more than 5 years prior to reentering, the student must audit all labs in order to complete the Medical Assisting program. A student auditing Medical Assisting Labs must follow all of the requirements of regular students in the class including but not limited to participation and attendance, quizzes, tests, examinations, completion of homework and all assignments, and receive a grade of P, before being allowed to proceed forward, regardless of their prior passing grade in the lab.

In certain cases, a student who has previously taken ZO111 Human Anatomy & Physiology I and ZO112 Human Anatomy & Physiology II at Beal College, may be required to audit the two classes in conjunction with taking the lab courses, ZO113 and ZO114. Please see the section on Transfer Credits for the Policy for Acceptance of Credit for Human Anatomy and Physiology.

DISABILITIES AND SPECIAL ACCOMMODATIONS

Any student requesting special academic consideration or services in relation to a learning and/or physical impairment must complete a Request for Accommodations and provide written documentation from a qualified professional verifying the extent of the impairment prior to beginning classes.

This written documentation must include the following:

- a description of the impairment
- the history of remedial actions taken to date
- the qualified professional's recommendation to Beal College in handling the student's special needs.

Please note: Accommodations in secondary school do not necessarily carry through to college. A PET or IEP from high school is not appropriate documentation for college accommodations. Please contact the Compliance Officer for more information.

NON-DISCRIMINATION POLICY

Beal College prohibits discrimination on the basis of race, color, national or ethnic origin, religion or creed, gender, sexual orientation, age, marital or parental status, economic status, or disability in the operation and administration of its programs and activities, including admission to or employment in its education programs or activities.

The College is committed to compliance with the requirements of federal law, including but not limited to Title IX of the Education Amendment of 1972, 20 U.S.C. §§ 1681 *et seq.* (Title IX) and its implementing regulations, 34 C.F.R. Part 106, regarding discrimination on the basis of sex; Title VI of the Civil Rights Act of 1964, regarding discrimination based on race, color and national origin; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Age Discrimination Act.

The Chief Operating Officer of Beal College is the designated coordinator for Title IX. In addition, the Chief Operating Officer monitors compliance with Section 504 regulations and other areas of nondiscrimination.

Any inquiries concerning the application of nondiscrimination laws may be referred to the Chief Operating Officer of Beal College, 99 Farm Road, Bangor, Maine 04401 (Telephone (207) 947-4591) Inquiries may also be directed to the Office for Civil Rights, Boston Office, U.S. Department of Education, J.W. McCormack POCH, Room 701, Boston, MA 02109-4557. (Telephone (617)223-9662)

Complaint procedure:

A student or employee who feels that he or she has been discriminated against or harassed based on race, color, national or ethnic origin, religion, sex, age, marital or parental status, or disability, should contact the Chief Operating Officer if he or she wishes to file a complaint. Formal complaints must be made in writing and should specify the incidents and details leading to the complaint. The Chief Operating Officer is responsible for conducting an investigation into the complaint and for taking prompt, appropriate action based on findings, which may include corrective or disciplinary action. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

STUDENT SERVICES

Student services at Beal College are designed to support students' educational and other needs and to support retention and persistence as a student progresses towards completion of his or her program. Student services provided on campus include academic advising regarding programs and curriculum as well as maintaining satisfactory progress, career services, disability and special needs accommodations, peer tutoring, learning resources, library, bookstore, computer resources, café, and fitness center. The College has policies in place to address student issues and complaints. Services such as personal counseling, housing, transportation, and child-care are on a referral-only basis to professionals in the community. Brochures and information about outside community resources are available in the student lounge area.

If a student is seeking information about any of the services offered at Beal College, he or she may inquire at the Business Office or contact the persons listed below:

Academic Counseling	Program Director
Satisfactory Academic Progress.....	Compliance Officer
Disability and Special Accommodations	Compliance Officer
Peer Tutoring	Registrar, Instructor, or Program Director
Library	Librarian
Computer Resources	IT Administrator
Employment Assistance	Career Services
Financial Aid.....	Financial Aid Office
Payment of Bills.....	Student Accounts
Official Withdrawal from School.....	Registrar

PROGRAM DIRECTORS

Each Program Director serves as academic advisor to each student in his or her program. Program Directors are members of the faculty whose area of instruction matches the program in which the student is enrolled. An appointment can be scheduled with a Program Director for academic consultation.

ADVISING / COUNSELING

Academic and career advising are available on campus through the staff and academic advisors. Advising is designed to help the student adjust to college life, establish personal goals and prepare for successful business and professional activities. The College does not have personal counseling services on campus. All personal counseling, other than

academic and placement advising, is on a referral-only basis to professionals in the community.

CAREER SERVICES

Beal College feels that its obligation to students involves more than providing a quality education. In order to help graduates put their skills to the best possible use, the College provides career development assistance. Through its ongoing professional relationship with businesses, organizations and governmental agencies, the Career Services Office is a valuable resource for students, graduates and alumni.

The College supports and encourages students and graduates and will provide techniques on seeking and securing employment. Students and graduates wishing to have employment assistance are encouraged to register with the Career Services Office as early as possible and to maintain contact throughout their education and career. Career development assistance is available in both one-on-one consultations as well as group forums. Services include assistance in resume writing, interview techniques, job search methods, employment leads, employment trends, development of a professional attitude toward the employment search, and other activities.

Although average starting wage information based on data received from employers, graduates, and state and federal published wage information may be available to prospective students, there is no guarantee that a student will earn any specific amount. The student's program of study, employer needs, current economic conditions, and other factors may affect wage levels.

It should be understood that the career services offered by the College are not an obligation or a guarantee of employment. Additionally, a student's background may disqualify him or her from employment in certain fields.

Since all Beal College graduates are enrolled in programs leading to employment in their field of study, the College is required to report the employment status of its graduates. It is expected that students and graduates will inform the College of their employment status including information such as job title, duties, employer, contact information, and dates of employment. It should be noted that the College and/or its accrediting agencies may verify employment information with both employers and graduates. Surveys may be sent either by mail or electronically to students and employers for verification purposes; in addition, phone calls may be used as a method of communication in the verification process.

ACADEMIC ADVISORY COMMITTEE

The Academic Advisory Committee is a committee of members of the faculty and administration designated by the President which addresses special academic situations, problems or concerns of students. The members of the Academic Advisory Committee consist of those individuals whose areas of expertise match the student problem or concern being reviewed. Areas addressed by the Academic Advisory Committee include the following:

- Academic problem resolution (incorrect grade calculation, instructor problems/concerns, etc.).
- Appeals for academic action taken (probation and suspension).
- Auditing of laboratory classes.
- Cheating and plagiarism offenses.
- Course substitution requests.
- Exceptions granted to changes of programs.
- Directed study requests.
- Prerequisite waiver requests.
- Suspension and reinstatement requests.

- Approval of transfer credits.

The Academic Advisory Committee does not address student questions of a financial nature. Any student concerns or problems of a financial nature must be addressed directly to the Student Accounts / Accounting Office or the Financial Aid Office if applicable.

COURSE REGISTRATION

A student is registered for his or her classes by the Registrar.

Students can access their schedule for classes on-line from the student portal. The College reserves the right to cancel any class due to insufficient enrollment.

THE MODULAR SYSTEM

At Beal College, courses are offered in eight-week terms called MODs (short for modular system); two MODS is equal in time to one semester. Day and evening options are available. Prospective students may begin their studies at one of the six start dates per year.

Student enrollment classifications are as follows:

FULL-TIME STUDENT:

12 Credits per Semester

THREE-QUARTER TIME STUDENT:

9 - 11 Credits per Semester

HALF-TIME STUDENT:

6 - 8 Credits per Semester

LESS THAN HALF-TIME STUDENT

1 - 5 Credits per Semester

PEER TUTORING

Free peer tutoring assistance is available on campus to students desiring additional outside classroom instruction for most classes upon request. Please check with instructors or the Registrar regarding tutorial assistance and approval. Tutors are not allowed for students enrolled in a directed study course.

EXTERNSHIPS

Many programs require students to complete an Externship, a supervised in-field experience (160 hours for most programs), at or near the end of their program. Students will work closely with their advisor to choose an appropriate site. Once a site is chosen, the student may register for the Externship.

The Externship is a capstone course which gives the student an opportunity to apply skills that have been learned in the classroom. Weekly time sheets must be submitted to verify the appropriate amount of hours have been completed. The Externship must be completed in a timely fashion, usually in one mod but no longer than two mods.

Additional information about Externships can be found on page 30.

CHANGE OF PROGRAM

A student may add, delete or change from one degree, diploma or certificate program to another or from a one-year diploma or program to a two-year degree program by notifying the College of his or her intentions in writing; forms for this procedure are available through the Registrar's Office. ***The catalog in effect at the time of the change will dictate the curriculum requirements.*** Any alteration of the original program(s) as declared on the student's Application for Admission made after the student is in attendance is considered a *change of program*, including changes of program due to unsuccessful course repeats

or other academic issues. A student is allowed to make a change to the program a maximum of two times. *Since some courses are offered at Beal College in a particular sequence or only one time per year, any change of program may delay a student's expected graduation date a year or more.*

In the event that circumstances would require a change of program in excess of the two change maximum, a student would need to petition both the Academic Advisory Committee (AAC) and the Financial Aid Department for approval prior to the change.

Additional information about Change of Programs can be found on page 41.

THE COLLEGE AND COLLEGE LIFE

Beal College is located at 99 Farm Road on the south side of Bangor, Maine. The campus building houses all activities of the College, including classrooms, library, bookstore, administrative offices, computer centers, fitness center, and cafe.

Students who attend Beal College for the small college atmosphere also enjoy the benefits that the greater Bangor area, located 45 minutes from Bar Harbor and the coast, has to offer. Extensive shopping, airline service, theaters, concerts, a symphony, and indoor and outdoor recreational facilities are only a few of the advantages that are available. Beal College students are able to combine the best of two worlds: a small campus setting in an urban environment.

STUDENT BODY

Beal College is comprised of approximately 350 students ranging in age from 17 to 60 years old. Students commute from throughout the state of Maine.

CAMPUS CLASSROOMS

Classrooms at Beal College are centrally located in the campus building. There are six lecture classrooms that seat a maximum of 42 people and two computer classrooms that seat 22 and 14, respectively. The medical assisting laboratory is equipped to accommodate 12-14 students, the anatomy and physiology lab accommodates 16 students, the nursing laboratory is equipped for 16 students, and the welding lab is capped at 14 students. All classrooms are equipped with audio-visual equipment and wi-fi.

STUDENT ACTIVITIES

Beal College offers and encourages student activities that enhance the college experience. The administration of Beal College coordinates, with student assistance, activities throughout the school year.

THE COLLEGE NEWSLETTER

The Beal College newsletter, *The Link*, is published once per MOD. Students are encouraged to assist in its production as well as to submit articles for publication.

LIBRARY

The Beal College Library serves students with a collection of books, magazines, and audiovisual materials that can be borrowed for four weeks. Other library services available to the college community include free access to the Internet and MARVEL (Maine's Virtual Library), downloadable audio books, reference service, interlibrary loan, and reserve services. Beal students also have free access to the Bangor Public Library, the largest public library in Maine.

Unreturned and damaged library materials will be charged to the student's account for replacement cost plus a \$10.00 handling charge. The library has no other fines.

BOOKSTORE

Beal College maintains a bookstore that carries all necessary books and supplies as well as collegiate apparel and novelties. The bookstore is open Monday through Thursday during posted hours, with extended hours for textbook sales each MOD.

If students wish to purchase required materials through other local bookstores or on-line, the book titles, ISBN numbers, and other pertinent information are posted in the bookstore and on the Beal College website prior to the start of the MOD.

Used Books:

The Beal College Bookstore sells some used books. At the end of each Mod, the Bookstore buys back select titles based on need and book condition.

Another opportunity to buy and sell used books is through the "Used Book" bulletin board located in the student lounge. Students selling used books are asked to post the book title, edition and ISBN number. This method is student-to-student and buyers are urged to check the posted book list for the edition of the book currently being used prior to any transaction.

Book Return Policy:

In order to receive a refund for returned books, the following criteria must be met:

Before the Mod begins:

If the student dropped his/her classes or a class was cancelled and the book is in the exact condition it was purchased in (still in cellophane, no writing, no highlighting), the book may be returned for 100% of cost.

If the book is not in original condition or the student is still enrolled in the class:

New books will be repurchased at used price.

Used books will be repurchased at a 10% discount
for restocking fees.

Before the end of week two:

New books at used book price.

Used books at 15% discount.

After two weeks, there are no returns.

Any returns under \$50.00 that were not charged to account will be refunded in cash. Any returns over \$50.00 will be put on the student's account and the student can submit for a refund at the Business Office.

Please inspect all books upon purchase (especially new books). Any defects must be brought to the bookstore manager's attention immediately.

Required textbooks may be charged to a student's account. If the amount charged is not covered by a student's expected credit balance, the student will be notified by the student accounts office.

Important: Since Beal College reserves the right to cancel any class due to insufficient enrollment, and since a student's personal circumstances may change, it is advisable that students refrain from writing in or unwrapping their books until: (1) the first day of class, (2) the student is certain he or she will not be dropping the class.

BEAL COLLEGE CAFE

The Beal College Cafe is centrally located on the campus. The Cafe offers a selection of fresh cooked foods, beverages and snacks.

BEAL COLLEGE FITNESS AND WELLNESS CENTER

The Beal College Fitness and Wellness Center is equipped with various pieces of equipment including treadmills, elliptical machines, and weight machines. The Center is available to currently enrolled students, faculty and staff after an orientation by Wellness Center staff.

IDENTIFICATION (I.D.) CARDS

Each student will be issued a Beal College photo identification card which also serves as a library card. The cards are issued free of charge.

NAME/ADDRESS/PHONE CHANGES

It is important that the College be aware of a student's current name, address and telephone number at all times. If a student changes his or her name, address or telephone number at any time during the academic year, he or she is asked to notify the Business Office so that all records may be updated. The Business Office should be notified if grades or statements should be sent to a special address.

PARKING

All automobiles used by students to commute to classes should be registered with the Business Office and should display the Beal College parking sticker. Parking stickers are free from the Business Office. Ample parking spaces are available near the building. Students should not park in either of the areas reserved for visitors or faculty members.

MESSAGES/BULLETIN BOARDS/COURTESY PHONES

Messages received in the office for students will be posted on the bulletin board in the lobby. Students will be notified during class ONLY in the event of an emergency.

The school will post job notices, policy statements and other pertinent information as necessary. Students may post notices that are acceptable to college policy on bulletin boards.

A used book board that students may use to post used text books they would like to sell is located in the hallway off the student lounge.

A courtesy telephone for public use is located in the hallway off the student lounge.

CLASS CANCELLATION POLICY

Classes may be cancelled due to inclement weather or when other adverse conditions on campus present an unsafe environment for students. Day class cancellations will be determined by 6 a.m. Evening class cancellations will be determined by 2 p.m. Make-up classes may be scheduled for any cancelled classes. Some emergencies are not predictable and each will be handled on a case-by-case basis.

Notification of Cancellations is delivered through College e-mail accounts and posted online at www.bealcollege.edu and on the Beal College Facebook page.

DELAYED OPENING

Under certain circumstances, the College may choose to delay the start of daytime classes. Delayed openings will be consistently posted on television, radio or online as 10:30 a.m. or 1:30 p.m., due to the constraints of those systems. Delayed openings will be handled as if the College is in full operation for the entire day. For example, if a delayed opening is at 10:30 a.m., students are to report to the class normally scheduled at 10:40 a.m. Regardless of the beginning or end time of the class, if it is normally in session at 10:40 a.m., students will report to that class.

VOTER REGISTRATION

As part of the requirements for participation in the Title IV federal financial aid programs, Beal College is required to make voter registration forms available to students. The forms are available from the Business Office and in the Student Lounge. We encourage all students to exercise their civic responsibility to vote.

CONSTITUTION DAY

As part of the requirements for participation in the Title IV federal financial aid programs, Beal College is required to hold an educational program pertaining to the United States Constitution on September 17th of each year.

COMPUTER USE

Each student will be assigned a username and password that allows them to access the Beal College network. This access includes classroom and library computers, email and the student portal. For assistance with computer related issues, contact the IT Administrator or the front office.

OPEN COMPUTER LAB HOURS

Computer labs are available for use during non-class hours Monday through Thursday from 8:00 a.m. until 9:00 p.m.; on Fridays from 8:00 a.m. until 4:00 p.m.

Please note:

1. Computer labs are open to currently attending students who need to work on homework only. The computers may not be used for personal correspondence or business matters.
2. Students may not load any software on the computers or attempt to change any software or hardware setups.
3. Students may not bring children into the computer lab.
4. No food or drink is allowed in the computer labs.
5. The use of flash drives or other such devices is prohibited.

DRESS CODE/APPEARANCE

Beal College does not have a formal dress code. However, Beal is a school whose purpose is to train business professionals and part of business professionalism is looking presentable. Students are encouraged to wear attire that will be acceptable in a professional, business and/or academic environment. The wearing of attire that may be offensive to another individual or cause embarrassment is unacceptable and will be handled appropriately.

HEALTH SERVICES REFERRAL

In emergency medical situations, 911 will be called. For non-emergency situations, students will be referred to a health provider of their choice.

EMERGENCY NOTIFICATION - ACCIDENTS AND INJURIES

A student involved in an accident or receiving an injury while on the Beal College campus should report the incident immediately to the Business Office. If emergency personnel are required, please give exact details of the accident as to who, what and where to insure an effective response.

CRISIS PLAN / SECURITY REPORT

Beal College maintains a Crisis Plan to provide direction, support, coordination of resources, and effective communication to students, staff and community in the event of an incident which might impact the academic and professional environment of the College.

An Annual Security Report is published and distributed to all currently enrolled students, staff, and faculty. The report is also available for any prospective student or prospective employee upon request.

TIMELY WARNING NOTIFICATION

In the event that a situation arises, that, in the judgment of the Crisis Team and College officials, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The Crisis Team will follow established procedure to initiate it's notification to the campus community through the College website (www.bealcollege.edu), its Facebook page, and/or through the College e-mail system.

CODE OF CONDUCT

The Administration of Beal College develops academic and social policies with proper regard for the rights of students and others in the Beal College community. All members of the Beal College community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity and reason.

The student is a member of the College community and is expected to know and adhere to the College's policies outlined in the catalog and the written Code of Conduct.

1. Behavior towards others must not be discriminatory on the basis of race, color, national or ethnic origin, religion, sex, age, sexual orientation, marital or parental status, or disability.
2. Behavior towards others must not be threatening, violent, aggressive, abusive or disruptive, either physically or verbally.
3. All individuals must respect the rights of others to a quiet, clean and orderly environment.
4. Any act or behavior that disrupts or interferes with teaching, learning or other functions on campus will not be tolerated.
5. Students shall not engage in acts of dishonesty - such as furnishing false information, altering documents or identification. Scholastic dishonesty will be addressed by the Academic Advisory Committee.
6. Individuals must respect the property of other people and that of the College.
7. Individuals must not behave in ways that put their own or other people's health, safety or welfare at risk. Physical abuse, verbal abuse, profanity, indecent or abusive language, intimidation, harassment, coercion, or other like conduct will not be tolerated.
8. Individuals must not possess, consume, or distribute illegal substances or alcohol on College premises or arrive on campus under the influence. In addition, students are not allowed to arrive on campus or attend classes under the influence of alcohol or illegal substances.

9. Firearms, dangerous knives (pursuant to Title 17-A, Chapter 43, §1055), or weapons of like nature are not allowed on campus with the exception of law enforcement officers, military personnel in full uniform wearing their holstered weapons, or with expressed permission of campus authorities for instructional purposes.

The formal, written Code of Conduct, including the consequences of violating the Code, and the disciplinary process and actions that may be taken for violations is available in the Business Office.

DISMISSAL / TERMINATION POLICY

Beal College reserves the right to serve notice of dismissal to any student or to deny admission to any candidate for admission if, in the opinion of the administration, an individual's conduct or any other action is deemed detrimental to the best interest of the student body and the institution.

The College may terminate a student's enrollment if he or she fails to comply with attendance, academic, and financial requirements, or if he or she fails to abide by the established standards of conduct.

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

Beal College does not condone the practice of academic dishonesty. Academic dishonesty includes, but is not limited to, the following: cheating on an examination or a quiz, copying a paper and submitting it as one's own, plagiarism and collusion or aiding in academic dishonesty. Plagiarism includes using the words and thoughts of another author without the author's approval, representing that author's work as one's own, and not crediting the original author. This includes copying from Internet sources. For example, a student cannot copy all or part of an article and put it into his or her own paper without putting the copied material in quotation marks and clearly citing the source.

Any student accused of academic dishonesty may be brought before the Academic Advisory Committee and the instructor to analyze and interpret facts as they pertain to the offense. Disciplinary academic action taken for the offense of academic dishonesty may include a grade of zero on an assignment, withdrawal from the course with a grade of "F", suspension, a mandatory program change, expulsion from Beal College or other actions.

SMOKING AND TOBACCO PRODUCTS

Beal College is a tobacco-free building; smoking, chewing tobacco, or using electronic cigarettes is not allowed inside the building or in the immediate area outside of the campus building. These activities are allowed only in the designated area outside of the building or in private vehicles.

ALCOHOLIC BEVERAGES AND DRUGS

It is our sincere philosophy to help rather than hinder the students' well-being. We feel that alcohol and drugs are, at best, a hindrance and we will not condone or allow the use of either on the Beal College Campus.

Under the Drug-Free Schools and Communities Act (P. L. 101-226), Beal College is required to fully inform its students that it will take all measures necessary to prevent drug and alcohol abuse at the campus.

In addition to federal, state and local law enforcement regulations concerning the use of drugs and alcohol, Beal College also states that any use of drugs or alcohol on the Beal College campus is strictly prohibited. Beal College prohibits the unlawful possession, use

or distribution of drugs and alcohol during any academic or school-sponsored social activity.

It will be the policy of the administration of Beal College to report any possession, use or distribution of any illicit drugs to the appropriate law enforcement officials. It should be known to the student that any possession, use or distribution of illicit drugs, depending upon the quantity and type of substance, can carry a felony charge or a misdemeanor charge which can lead to incarceration and/or monetary penalty.

Even though alcohol may be condoned by society, excess consumption of alcohol may lead to felony or misdemeanor consequences. For example, driving while under the influence of alcohol or public intoxication may lead to a felony charge or a misdemeanor charge which can lead to incarceration and/or monetary penalty.

In addition to the above-mentioned criminal penalties, it is the administration's responsibility to inform the student that the use of illicit drugs or alcohol carries with it the possibility of impaired health. According to the Surgeon General of the United States, medical evidence indicates that alcohol is an addictive drug and the myriad types of illicit drugs may cause addiction and can be potentially fatal. It has also been proven that the use of alcohol and illicit drugs can have devastating health effects on the unborn fetus.

Beal College's intent is to impose sanctions on students who use, possess or distribute illicit drugs or abuse alcohol while on Beal College premises, including the building, parking areas and the surrounding grounds. Sanctions may include, but are not limited to, the following:

1. Notification to legal authorities,
2. Written warning, and/or
3. Temporary and/or permanent suspension from Beal College.

Upon the Beal College administration learning of a student's use, possession or distribution of an illicit drug or abuse of alcohol, the student will be referred to one of the following counseling centers:

WITHIN MAINE & LOCAL:

Acadia Hospital - Alcohol & Drug Treatment	973-6100 or 1-800-640-1211
Community Health & Counseling Services	947-0366
Alcohol & Drug Abuse - Prevention & Treatment	1-800-499-0027

In addition to these counseling centers, the following information of national organizations is provided to assist students in obtaining help for drug or alcohol addiction:

1. The National Institute on Drug Abuse Hotline
1-800-662-HELP (4357)
This hotline is an information and referral service that directs callers to additional treatment centers within the local community.
2. The National Clearinghouse for Alcohol and Drug Information
1-301-468-2600
This is an information and referral line that distributes Department of Education publications about drug and alcohol prevention programs as well as material from other Federal agencies.

STUDENT COMPLAINT PROCEDURE AND RESOLUTION OF PROBLEMS

The following procedures have been developed to assist a student in the resolution of problems that may be encountered:

Academic Problems

All academic problems relating to a specific class must first be addressed with the student's instructor. If a problem is still unresolved after consulting with the instructor, the student may consult with his or her program advisor regarding the next appropriate steps. All other academic problems which are not course-related must first be addressed with the student's academic program advisor and/or the Dean of Education.

If the problem is still unresolved after a consultation as indicated above, the student must make a written request to schedule a hearing with the Academic Advisory Committee. In this written request, the student must detail the specific problem faced and elaborate on all measures that the student has taken to resolve the problem. After a complete examination of information presented at the hearing, the Academic Advisory Committee will make a final determination on the student's problem.

See the section on Appeals and Special Circumstances in this catalog for additional information.

Non-Academic Problems

If a student has a non-academic problem that is related to the student's educational experience at Beal College, it is strongly recommended that the student address the problem with the appropriate administrative official who can best handle it. All administrators and their related functions are listed in the Beal College catalog.

If the problem is still unresolved after following this procedure, the student must make a written request to schedule an appointment with the Chief Operating Officer of Beal College. In this written request, the student must detail the specific problem faced and elaborate on all measures that the student has taken to resolve the problem.

After a complete examination of all information presented, the Chief Operating Officer will make a final determination on the student's problem.

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Steve Villett, Chief Operating Officer, or online at www.accsc.org.

In addition, the Department of Education under 34 CFR 600.9 requires that the student complaint process for the State be made available to any enrolled or prospective student. Complaints can be addressed to:

The Office of the Maine Attorney General
6 State House Station
Augusta, ME 04333
(207) 626-8800

ACADEMIC STANDARDS

GRADING POLICY

The semester credit hour is the standard unit used by Beal College to measure student achievement and progression toward graduation. A semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. A clock (contact) hour represents 50 to 60 minutes of actual classroom time (i.e., a three credit course meets at least 45 clock hours). Many courses are a combination of lecture, lab and practicum. For a lecture class, there is an assumption that outside reading and/or preparation (homework) will equal approximately two hours for every hour in the classroom.

College credits are granted to students who earn a letter grade ranging from A to D- for completion of course requirements. Students who fail to complete the minimum requirements for a specified course will receive no college credit and a letter grade of F for that course.

Letter grades indicate the following levels of performance:

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numeric Score</i>	<i>Letter Grade</i>	<i>Grade Definition</i>
A	4.00	(95-100%)	IC	Incomplete
A-	3.67	(90-94%)	R	Repeat
B+	3.33	(87-89%)	S	Satisfactory
B	3.00	(84-86%)	U	Unsatisfactory
B-	2.67	(80-83%)	P	Pass (Audit)
C+	2.33	(77-79%)	NP	Not Pass (Audit)
C	2.00	(74-76%)	PR	Proficiency
C-	1.67	(70-73%)	T	Transfer
D+	1.33	(67-69%)	EX	Life Experience
D	1.00	(64-66%)	W	Withdrawal
D-	0.67	(60-63%)	WV	Waived
F	0.00	(Below 60%)	WP	Withdrawal Pass
WF	0.00	(0%) Withdrawal Fail		

A credit is considered attempted but not earned if the student is enrolled beyond the add/drop period and receives a grade of F or a W, WP, WF, IC, or *R. Transfer, proficiency, and life experience credits applied to a student's program are considered both attempted and earned.

If a student officially withdraws prior to the mid-point of the mod, a grade of W (Withdrawal) will be entered onto the student's academic record. See the Withdrawal from School section on pages 49-51 for the procedure for official withdrawals.

If a student officially withdraws after the mid-point of the mod), a grade of either WP (Withdrawal Pass) or WF (Withdrawal Fail) will be entered onto the student's academic record, depending upon the student's academic performance up to the time of withdrawal.

If a student stops attending without official notification incurring an unofficial withdrawal, a grade of F will be entered onto the student's academic record regardless of when the withdrawal occurred. See pages 50-52 for information on Withdrawal from School.

A grade of WF carries no grade points and is included in the calculation of both the grade point average and the pace of completion. Grades of W, WP, T, PR, EX, and IC carry no points and are not calculated in the cumulative grade point average. They are, however, counted as attempted and/or earned in the calculation of pace of completion.

To compute the grade point average (GPA) for a MOD, multiply the grade points earned in each course by the number of credit hours for the particular course, and add the products. The result is the total quality points for the MOD. Divide the total number of quality points by the total number of credit hours for the courses. The grade point average is rounded to three decimal places.

<i>Example:</i>	PY101	3 credit hours x 4.00(A)	= 12.00
	CL219	5 credit hours x 2.00(C)	= 10.00
	SS101	<u>2 credit hours x 3.33(B+)</u>	<u>= 6.66</u>
		Total Quality Points	= 28.66
Grade Point Average	= 28.66	quality points	
	<u>÷ 10</u>	total credits	
	= 2.866	GPA	

INCOMPLETE GRADES

Instructors are entitled to award a grade of IC (Incomplete) to any student who has completed 75% or more of the course requirements if the student is unable to complete assigned work because of circumstances beyond the student's control, such as illness or family emergency. *An incomplete grade will not be given simply because the student has not completed the course work.* Incomplete course requirements must be completed within two weeks (10 business days) after the end of the MOD. If the individual instructor has been given documented medical evidence, he or she may extend the deadline not to exceed 20 business days after the end of the MOD. It is the student's responsibility to contact the instructor and to provide medical documentation in order to qualify for the extended deadline. The instructor must inform the Registrar in writing that there are extraordinary documented circumstances. A grade of F is computed into the student's cumulative GPA if he or she does not complete the course requirements within the time limit.

COURSE REPETITION

All courses within a student's program of study that receive a grade of F and courses that receive a deficiency grade, as defined under the **Deficiency Grades** section, must be repeated. Courses taken that are required to be repeated by degree, diploma or certificate seeking students may be repeated only *once*. This means that if the grade earned on the second attempt does not meet the academic standards required by the appropriate program of study, only the following alternatives will be available:

1. If the course in question is required by every program of study, the student will have to register for the course at another institution (AAC approval may be required to ensure equivalency of the course), pass the course with a grade that meets the program's requirements and transfer the credits earned to Beal College. Until the credits for the course have been transferred, the student will *not* be able to continue to take any

other courses at Beal College as a degree, diploma or certificate seeking student; in other words, the student's status will be that of an indefinite suspension, and his or her financial aid eligibility, if any, *will* be negatively affected.

2. If the course in question is not required by some other program of study, the student may change his or her current program to that program. This would allow the student to continue taking courses at Beal College and it may not affect the student's financial aid status; contact the Financial Aid Office to determine the effect, if any, of such action.

3. The student may change to Non-degree status and may repeat the course; however, non-degree students are not eligible for financial aid as they are not enrolled in a degree, diploma or certificate program.

Transferred, waived, proficiency or life-experience courses and courses with a satisfactory grade may not be repeated for credit or for the purpose of improving a student's cumulative GPA. If a student enrolls in a course that was previously documented as transferred, waived or proficiency demonstrated, it will be for audit purposes only and subject to the approval of the Academic Advisory Committee and the Program Advisor.

When a course must be repeated (except for externships), only the grade earned the second time will be averaged into the student's cumulative GPA. The first grade will be shown on the official transcript with an R. However, in the case of repeated externships, both grades will show on the transcript and will be calculated in the student's cumulative GPA.

Another course may not be substituted for a course that must be repeated unless the course in question is no longer offered at the College or other extenuating circumstances exist. In this instance, the substituted course is treated as the second take of the original course.

Certain other restrictions apply to repeating an externship. Please see the section on Deficiency Grades for more information.

DEFICIENCY GRADES

Any student receiving a deficiency grade in a course in the major area of study or in one of the general education courses requiring a grade of C or better must repeat the course in order to receive his or her degree. All major courses and general education courses requiring a grade of C or better are indicated in the specific program's curricula; deficiency is defined as a grade of C-, D+, D or D-. Please note that Criminal Justice, Health Information Technology, Medical Assisting Certificate, and Nursing students must obtain a grade of C+ or better in major courses of study and a grade of C or better in general education courses of study. As indicated earlier, all courses that receive a letter grade of F must be repeated.

Students may accumulate no more than six credit hours of deficiency work (grade of C-, D+, D, or D-) in the courses of study not designated as requiring a grade of C or better, within their program. Deficiencies in excess of the six credit hour limit must be repeated with resulting grades of C or better.

For externship courses, if a grade of less than C in AD220, HR221, IT245, MX220, or SA220 or a grade of less than C+ in HI220, LE226, or MA220 is received, a student will be required to meet with his or her program director for externship counseling to address the student's deficiency areas prior to being assigned to another site and allowed to repeat the externship. The College reserves the right to deny a student the option of repeating an

externship if the College deems it necessary. This option would be exercised in cases including but not limited to a student's inappropriate behavior at the externship site that would require the student being removed or terminated from the site, dangerous behavior at the externship site, and failure to complete the requirements of the externship.

In certain circumstances, a student may be allowed to repeat an externship by completing an alternative study project determined by the program director and approved by the Academic Advisory Committee (AAC), that will approximate the hours required by a regular externship and include a service learning component. This option is to be used primarily in the case of a repeat for an externship when it is not appropriate to put a student in another site, and not as an alternative to the regular externship. The course would be designated on the transcript as EX220 Externship Alternative. Both courses will be used in the calculation of the student's GPA and both grades will be shown on the student's academic transcript. For MA220, due to program accreditation standards, no alternative to an externship is allowed.

A student may repeat an externship only once. Any unsuccessful course repeat of an externship will result in immediate suspension from the program. As stated in the Course Repetition section, both grades will show on the transcript and will be calculated in the cumulative GPA.

PROFICIENCY EXAMINATIONS

If a student passes a proficiency examination, a grade of PR will be recorded on the student's academic transcript. This grade indicates that the student has successfully passed the proficiency examination with a grade of 80% or better and earned the credits associated with the course in question.

A maximum of 20 credit hours toward an associate degree, and a maximum of 9 credit hours toward a diploma or certificate program may be earned through demonstrated proficiency testing. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate.

A grade of PR will be recorded on the student's transcript for each course for which proficiency credit is given. The courses are not calculated in the student's cumulative grade point average but are included in the pace of completion and count towards the maximum time frame for a student to complete his or her program.

Proficiency examinations may be taken only once and must be taken prior to beginning the course; failure to pass the examination will result in the student being required to take the course. Proficiency examinations may not be taken to replace a deficiency grade, a withdrawal or a drop.

All courses in the catalog are eligible for proficiency testing except for the following classes which are not eligible for proficiency testing:

AC210	Federal Taxes I
AD220	Administrative Management Externship
CT111	Critical Thinking in the Twenty-First Century
EH ---	All EH- Lettered Classes
EX220	Externship Alternative
HI220	Externship in Health Information Technology
HR221	Human Resource Management Externship
IT---	All IT- Lettered Classes except IT101 Introduction to Information Technology
LE104	Professional Law Enforcement Ethics
LE111	Technical Writing for Law Enforcement Officers

LE117	Law Enforcement Physical Conditioning and Self-Defense Tactics I
LE118	Law Enforcement Physical Conditioning and Self-Defense Tactics II
LE216	Advanced Police Patrol Procedures
LE221	Community Oriented Policing
LE224	Police Patrol Procedures and Field Training
LE226	Criminal Justice Externship
MA111	Medical Assisting I
MA112	Medical Assisting II
MA211	Medical Assisting III
MA212	Medical Assisting IV
MA220	Medical Assisting Externship
MX220	Medical Office Externship
NU---	All NU- Lettered Classes
PF ---	All PF- Lettered Classes
SA220	Substance Abuse Counseling Externship

WL Lettered Courses: The only welding classes that are eligible for proficiency testing are WL121 Shielded Metal Arc (S.M.A.W.) Basic, WL122 S.M.A.W. Intermediate, and WL124 S.M.A. W. Structural. All others do not qualify for proficiency testing.

DIRECTED STUDY

Directed study provides a degree- or diploma-seeking student an opportunity to complete a required course outside the usual classroom format. This can occur when the student is unable to take the course at the scheduled time because of a specific hardship or course conflict that is not contributed to by the student. The Academic Advisory Committee (AAC) and Program Director will consider and approve the directed study if the student would be best served by this method of study and denying the directed study would significantly extend the student's anticipated program completion date by more than three mods.

A fee of \$225.00, in addition to the tuition for the course, will be charged for each approved directed study. The fee is non-refundable after attendance has been posted in the class.

The student must complete a Directed Study Request form, obtain the signature of a potential instructor, and turn over the form to his/her Program Director, who will supply a recommendation and submit the form to the Academic Advisory Committee. Forms are available in the Business Office. The student will be informed in writing of the approval or denial of the request before the MOD begins.

Approval *may* be granted provided the student meets the following criteria.

1. Has completed at least 36 credits of the curriculum requirements for the Associate Degree program of study or 18 credits for a Diploma program of study.
2. Has a cumulative grade point average of 3.00 or better.
3. Is not using the directed study to repeat an unsatisfactorily completed course.
4. Has the Program Director's approval.
5. Has the signature of an instructor who is willing to oversee the directed study.
6. Meets the hardship/course conflict requirement described above.
7. The course is not being offered in the next two mods.

A Directed Study may not be allowed in certain courses if the structure and content of the course does not lend itself well to independent study or if extensive guidance from an instructor may be required.

During a directed study, the instructor and student must meet on campus at least once per week and post attendance. The length of the meeting is at the discretion of the instructor.

IMPORTANT: Because the student benefits more from participating in the regular classroom setting, directed studies are the exception and not the rule. In addition, no more than four directed studies will be granted for an associate degree program, and no more than two will be granted for a diploma or certificate program. As it is the mission of the College to provide the best training for the student, a favorable review of the success of the student's first directed study will permit the student to apply for future directed study formatted classes. Therefore, directed study requests should be made with careful thought to future MODs.

TRANSFER CREDITS

Transfer credits may be awarded for courses completed at other accredited institutions. Students requesting to have credits transferred to Beal College from other post-secondary educational institutions are required to have an official copy of the transcript from each college previously attended sent to Beal College. (See page 10 for more information about official transcripts.) Transcripts must bear the appropriate college seal and signature to be considered official. Only those courses appearing on an official transcript may be considered for transfer purposes. In addition, the student may be required to provide an official description of each course in question. Credits meeting all of the following criteria will be considered for transfer:

1. The course must have a course description which corresponds to the description as outlined in the catalog under which the student begins or resumes his or her program of study.
2. The course must have been completed with a grade of "C" or better.
3. The course must be worth equivalent semester credit hours.

IMPORTANT: Credits earned at another accredited academic institution will be transferred to the student's record, for equivalent courses in the student's declared program at Beal. For graduation purposes, transfer credits must directly apply to the student's program of study. *In addition, the grades earned in the courses being transferred must match the standards established for the currently offered programs to which the corresponding credits are applied. For readmitted Beal College students, the catalog in effect at the time of the re-admittance will dictate the curriculum requirements.* If a student changes to another program, he or she can request that the transcript be re-evaluated for applicable courses in the new program.

Transfer of some courses whose content has substantially changed (for example: computer courses, federal taxes, medical insurance, billing and coding, medical laboratories) may carry a time limit.

A maximum of 30 credit hours will be accepted toward an associate degree and a maximum of 12 credit hours will be accepted toward a diploma. However, the combined total of credits awarded to students through transfer, life experience, or proficiency exams cannot exceed 45 credits towards an associate degree or 21 credits towards a diploma or certificate.

Transfer credits are recorded on the official transcript with a grade of T. Transfer credits are not computed in the student's grade point average. Transfer credits are, however, counted as both attempted and earned in the calculation of pace of completion.

Students currently enrolled at Beal College may take courses at other academic institutions and transfer the earned credits to their program under the following conditions:

1. A course description must be provided to Beal College's Registrar.
2. The Registrar's approval must be obtained *prior to* taking the course in question.
3. Arrangements must be made to have an official transcript of the course grade sent from the other institution to the Beal College Registrar's Office.

IMPORTANT: As stated above, for graduation purposes, transfer credits must directly apply to the student's major program(s) of study, and the grades earned in the courses being transferred must match the standards established for the programs to which the corresponding credits are applied.

Policy for Transfer of Credit for ZO111 and ZO112 Human Anatomy and Physiology I and II, and ZO113 and ZO114 Human Anatomy and Physiology Labs I and II:

Credits for human anatomy and physiology can only be transferred to Beal College as a 6- or 8-credit lecture unit depending upon whether or not the courses included a lab component. Depending on the courses previously taken, a student may transfer credit for only the lecture courses (ZO111 and ZO112), or all four courses (ZO111, ZO112, ZO113, and ZO114). Courses must have been completed within the last three years. This policy ensures that content of the courses transferred corresponds to the content of courses at Beal College. Exceptions may be made on a case-by-case basis depending on the material covered in the course to be transferred (documented by a syllabus or course description). If a student transfers only ZO111 and ZO112, he or she will be required to complete the lab courses, ZO113 and ZO114 at Beal College.

For prior Beal College students who have previously earned satisfactory grades in anatomy and physiology, two circumstances apply:

- If the student has received a satisfactory grade for his or her program in ZO111 Human Anatomy & Physiology I and/or ZO112 Human Anatomy & Physiology II within the last 3 years, he or she will only be required to take ZO113 Human Anatomy & Physiology Lab I and ZO114 Human Anatomy & Physiology Lab II as applicable.
- If the student has received a satisfactory grade for his or her program in ZO111 Human Anatomy & Physiology I and/or ZO112 Human Anatomy & Physiology II prior to the last three years, the student will be required to audit the two lecture classes, ZO111 and ZO112 in conjunction with taking the lab classes, ZO113 and ZO114.

The purpose of this policy is to ensure current competency in the subject matter covered in ZO111 Human Anatomy & Physiology I and ZO112 Human Anatomy & Physiology II. At the discretion of the Program Director and the Dean of Education, the time limit and the audit requirement may be waived if a student presents documentation that he or she is currently working in the field or can otherwise prove that he or she has current competency in Anatomy and Physiology.

ARMED SERVICES COURSES

Beal College recognizes learning acquired in military life. Credit is awarded according to the standards established in the *Guide to the Evaluation of Educational Experience in the Armed Services* published by the American Council on Education.

Applicants who are requesting Veterans Administration (GI Bill) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer credit. Applicants with military service should have a copy of their Joint Services Transcript, Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine

Corps American Council on Education Registry Transcript) sent to the College for credit evaluation.

GRADE REPORTS

Grade reports are available as early as possible after the completion of the MOD. Priority is given in notifying those students who are on academic alert, academic probation or academic suspension. Students may access their grades from the Student Portal.

Grade reports may be held if a student has an outstanding balance for the MOD just completed. Grade reports may also be held if library books have not been returned or if the student has unfulfilled admissions requirements.

HONOR ROLL LIST

Beal College recognizes academic excellence in all students, both full-time and part-time, by publishing Honor Roll lists each MOD.

To qualify for the Full-Time Honor Roll List at the completion of each MOD, a student must meet the following requirements:

1. The student must be enrolled in at least six credit hours with a term GPA of 3.0 or better.
2. The student must receive a grade of B or better in each course in that MOD.
3. The student must be enrolled within a specific program (degree/diploma/certificate).

To qualify for the Part-Time Honor Roll List at the completion of each MOD, a student must meet the following requirements:

1. The student must be enrolled in at least three but less than six credit hours with a term GPA of 3.0 or better.
2. The student must receive a grade of B or better in each course in that MOD.
3. The student must be enrolled within a specific program (degree/ diploma/ certificate).

The College posts Honor Roll Lists each MOD on bulletin boards in the school.

Honor Roll Lists may also be published in local newspapers. A student who does not want his or her name published may notify the school in writing by checking the appropriate box on the Application for Admission or by letter.

TRANSCRIPT REQUESTS

Any student requiring an official Beal College academic transcript must submit a request in writing to the Registrar's Office; please see the **Release of Student Information Section** for Privacy Act information. This written request must include the student's current name, any other names used while in attendance at Beal College, social security number, the years of attendance, the student's current mailing address and the address to which the transcript is to be forwarded.

Before an official transcript is released, the student's account balance must be paid in full. In addition to this requirement, the student must not be in default on a student loan or loans that were received while in attendance at Beal College and the student must have completed all Exit Interview counseling requirements with the Financial Aid Office. The student's official transcript will not be released until the unpaid balance is paid in full, the defaulted loan balance is paid in full or satisfactory payment arrangements have been made and the exit counseling requirements have been completed. Proof of satisfactory

payment arrangements on a defaulted loan balance is to be provided to the Financial Aid Office. If an outstanding balance is paid with cash, a money order, a cashier's check, or a credit or debit card, the transcript request will be processed within three business days. If an outstanding balance is paid with a personal check, the transcript will be processed in a maximum of twenty business days.

A fee of \$5.00 per transcript will be charged for each transcript copy; this fee must be submitted at the time of the request.

Transcript requests are processed within fifteen business days. If an official transcript request cannot be honored, the student will be notified promptly.

RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the "Buckley Amendment", seeks to ensure the privacy of the educational records of students enrolled or formerly enrolled in educational institutions.

Photocopies of educational records are available for student review upon written request; for photocopies of educational records not including a ledger card, academic transcript or attendance history, a fee of \$0.10 per photocopy is charged.

Third party access to academic records by those individuals who are not faculty or employees of Beal College with an educational interest in the student record will be made only with the written permission of the student. No parental access is allowed to the student academic record without the student's written permission. Academic records include student information contained within the student academic record.

With the exception of the student's name being listed for academic awards or given to the armed forces in compliance with the Solomon Amendment, it is the policy of Beal College not to release the following information: student's name, address, telephone number, program, dates of attendance and graduation and other academic or nonacademic information. For further information, the Beal College FERPA fact sheet may be obtained.

ATTENDANCE POLICY

Beal College encourages students to attend every class. Although we realize that some absences are unavoidable, attendance in class is key to a student doing well and meeting educational objectives. No formal attendance is required to be taken throughout the mod. However, a student must participate in at least one academic event during the census period (the first 8 days of a mod) to be considered enrolled in a class and to be counted for the Pell recalculation date. An academic event is defined as attending a class, turning in homework or another assignment, taking a quiz or test, or otherwise participating in a recordable class activity.

As noted above, excessive absences from a course may have an adverse effect on student achievement. Any make-up of missed assignments or exams because of a student's absence from class is made at the instructor's discretion. Students should refer to each course syllabus for policies regarding the consequences of missed assignments, quizzes, tests etc.

Please refer to the Add/Drop Policy and to the policies for Withdrawal from School on pages 50-52 for additional information about the Pell recalculation date, official and unofficial withdrawals, and the effect on financial aid. The effect of withdrawals on academic progress can be found on page 28 under the Grading Policy.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) policy has been developed in accordance with Federal regulatory requirements, accreditation criteria, and institutional standards. SAP includes both quantitative (pace of completion) and qualitative (grade point average) standards which must be met by students at the College. SAP standards for academics are parallel to SAP for financial aid purposes. SAP is checked at the end of each mod which is equal to one payment period.

MINIMUM ACADEMIC ACHIEVEMENT AND COMPLETION RATES

Minimum standards of academic achievement and successful course completion rates while enrolled at Beal College apply to all regular degree- and diploma-seeking students attending Beal College, not merely those students who receive financial aid. The mandatory standards are as follows:

A student must maintain a minimum cumulative grade point average (GPA) **and** a minimum pace of completion rate in order to remain enrolled as a regular student at Beal College. The minimum cumulative GPA and the minimum pace of completion rate is set forth in the following paragraphs. The pace of completion rate is defined as the number of credits satisfactorily completed toward a degree or diploma program divided by the total number of credits attempted.

Attempted credits included in the pace of completion calculation are all those for courses attempted at Beal College. A course is considered attempted if a student has registered for and posted attendance in the course. Transfer credits, proficiency credits, and life experience credits are also counted as attempted.

As noted on page 41, when a student changes from one program to another, all courses will be included in the calculation of cumulative grade point average and pace of completion, not just the courses that apply to the new program. This policy also applies to a student who graduates from one program and returns to another program, or returns to the College after an extended time away or break in enrollment.

Important: The pace of completion rate is adversely affected by withdrawals (W, WP or WF), by deficiency grades received in major courses of study, by deficiency grades received in those general courses of study requiring a grade of C or better, and by deficiency grades received in the general courses of study that exceed the maximums allowed by the program (see **Deficiency Grades** and **Graduation Requirements**). Students may withdraw from a class prior to the end of the fourth week of classes before a final grade, which may adversely affect the cumulative GPA, is determined. **However, the course will be calculated as a course attempted for purposes of determining satisfactory academic progress when the pace of completion rate is calculated. A student may have a satisfactory cumulative GPA (2.0 or better) but may have a non-satisfactory pace of completion--this student would be placed on probation and may face possible suspension if the pace of completion rate required is not attained by the end of the probationary period.**

In addition, an Incomplete (IC) grade that subsequently results in a grade of F, will adversely affect the pace of completion.

All students who fall below these minimum standards set by the Department of Education, the Accrediting Council of Independent Colleges and Schools (Beal College's accrediting agency) and by Beal College may not continue as regular students. Students falling below these minimum standards will either be dismissed from the College or be allowed to

continue only as Non-degree students; *Non-degree students are not eligible for financial aid.*

As outlined in the table, a student must maintain both the minimum cumulative GPA and the minimum pace of completion rate in order to maintain satisfactory academic progress and continue as a regular student of Beal College.

MINIMUM ACADEMIC STANDARDS GPA and Pace of Completion Rates		
	Minimum Cumulative GPA*	Minimum Pace of Completion Rate
ALL STUDENTS:	2.0*	66.66%
*2.22 for Criminal Justice, Health Information Technology, and Medical Assisting students at the completion of 32 credit hours. 2.50 for Nursing students.		

ACADEMIC PROBATION STATUS

All students who fall below ***either or both*** of the minimum academic standards required for satisfactory progress may be placed on a probationary status called *Academic Probation*. ***For purposes of satisfactory academic progress, students must maintain a cumulative GPA of 2.0 or better and a minimum pace of completion rate of 66.66%, as outlined in the minimum academic standards chart.*** Students placed on academic probation have two consecutive MODs in attendance to bring their cumulative GPA up to the required minimum standards of 2.0 or better and the required minimum pace of completion rate to the standards as set forth above. All students failing to do so may be suspended from Beal College.

If at the end of the first mod of a two mod probation, the student has not met minimum academic standards, he or she will be automatically placed on Financial Aid Warning as well as remaining on probation.

A student who drops all of his or her classes during the MOD and may be assumed to have withdrawn from the College, may be placed in a status of *Returning Probation* and probation will be postponed until the student reenrolls. He or she will immediately be placed on Probation upon reentering the College.

A student will be notified in writing about his or her academic status as it relates to Probation and Suspension.

CRIMINAL JUSTICE, HEALTH INFORMATION TECHNOLOGY, AND MEDICAL ASSISTING STUDENTS:

Any Criminal Justice, Health Information Technology, or Medical Assisting student whose cumulative GPA falls below the required minimum of 2.22 at the completion of the student's first 32 credit hours will be placed on academic probation. The student will have two MODs to bring the cumulative GPA up to the required minimum standards by repeating those courses with the lowest grades. If the student has not attained the minimum GPA of 2.22 at the end of this two-MOD probationary period, he or she will be dismissed from the program.

FINANCIAL AID WARNING

SAP is checked at the end of each payment period. A payment period is equal to one Mod. All students on academic probation who have not met minimum satisfactory academic

standards by the end of the first mod of probation will automatically be placed on Financial Aid Warning. A student on Financial Aid Warning will continue to receive assistance for one payment period. If minimum standards are not met by the end of the second mod of probation, the student will be suspended and will not be eligible to receive further financial aid. A student will be notified in writing about his or her loss of financial aid eligibility. Financial aid eligibility may be re-established on a case-by-case basis after a successful appeal process. For further information on the process for re-establishing financial aid eligibility, see the section on the Appeal Process to Re-Establish Financial Aid Eligibility.

ACADEMIC REINSTATEMENT

If any student is academically suspended from the College, a minimum of two MODs must lapse before he or she may be considered for re-admittance to the College as a degree, diploma or certificate seeking student.

Prior to re-admittance after suspension, the student must petition the Academic Advisory Committee with a written request for reinstatement; forms for this purpose are available from the Business Office. ***A student may not resume studies at Beal College until such time as he or she has received notification from the Registrar for approval of reinstatement.***

A student's reinstatement request must include the student's reason(s) as to why reinstatement should be granted. If the student feels that significant occurrences outside of his or her control had an adverse impact on satisfactory progress (poor health, family crisis, etc.), documentation to demonstrate such claims should be attached to the reinstatement request form.

The Academic Advisory Committee will review a student's request for reinstatement based upon all documentation provided by the student and past academic performance. If the student feels that additional clarification is needed, he or she may request to be present at the Academic Advisory Committee meeting to provide such clarification. Failure by the student to provide acceptable documentation for extenuating circumstances will result in a decision being made solely upon past academic performance. The Academic Advisory Committee will decide upon approval or denial of the reinstatement request and the student will be notified. The decision of the Academic Advisory Committee is final and may not be further appealed.

Once a student has been re-admitted to the College as a degree, diploma or certificate seeking student, the student will have two MODs to attain minimum academic standards. Once these standards are attained, the student will remain on a probationary status for an additional two MODs to monitor the student for possible academic regression. Once the additional two-MOD time period of probation has lapsed, the student will be removed from probation and be considered a regularly matriculated student. Should the student not attain minimum standards during the two-MOD probationary period or should the student regress during the additional two-MOD probationary period, the student will be suspended from the College and will not qualify for re-admittance unless he or she is able to transfer the appropriate credits into the program of study from another postsecondary educational institution; the student will also be required to petition the Academic Advisory Committee for reinstatement at that time. ***Until the student has attained minimum academic standards, the student is not eligible for any type of federal or state financial aid assistance, including grants and loans unless he or she successfully appeals the loss of eligibility.*** See the section entitled *Policy for Receiving Title IV Financial Aid* for additional information.

APPEAL PROCESS TO RE-ESTABLISH FINANCIAL AID ELIGIBILITY

It may be possible for a student who has lost eligibility for financial aid, to re-establish his or her financial aid eligibility by successfully completing the Appeal Process. The student must make an appeal in writing to the Director of Financial Aid. Appeals are treated on a case-by-case basis and approved by an Appeal Committee. The Appeal Committee will include the Financial Aid Director, Compliance Officer, Dean of Education, Retention Coordinator, and a faculty member. This process is separate from the process for academic reinstatement.

Appeals will only be considered if extraordinary documented circumstances surround a student's loss of eligibility, such as the death of a close relative, injury or illness of the student, or other special circumstances. The appeal must include documentation regarding why the student failed to make Satisfactory Academic Progress (SAP) and what has changed in the student's situation that will allow him or her to achieve SAP by the end of one payment period. Documentation can include but is not limited to such items as an obituary, a letter from a doctor, or other third party, and a signed statement from the student. Once a determination has been made to grant or deny a student's appeal, the student will be notified in writing of the decision.

FINANCIAL AID PROBATION

If a student's appeal is approved by the Appeal Committee, the student is placed on Financial Aid Probation for one Mod during which the student must achieve minimum Satisfactory Academic Progress. Financial Aid eligibility will be re-established for the Financial Aid Probation period. An Academic Plan will be developed that identifies the steps needed to meet minimum academic standards. A student who is on Financial Aid Probation may be required to fulfill certain conditions such as taking a reduced course load or enrolling in specific courses. Only in cases where it would be impossible for a student to make SAP within one mod, will the terms of the Financial Aid Probation and the Academic Plan be extended.

ACADEMIC PLANS

If a student is placed on Probation, an Academic Plan will be developed that will identify the steps the student will need to take to meet minimum academic standards.

GRADE APPEALS AND SPECIAL CIRCUMSTANCES

Any student wishing to appeal the assignment of a final grade received in a course will have no more than sixty calendar days after the end of the term in which the grade was received to appeal. The student must first speak with the instructor who assigned the final grade before making an appeal request.

The appeal request that the student submits to the Academic Advisory Committee shall consist of a copy of the syllabus for the course in question, copies of all tests, term papers, assignments, etc. that were used for the final grade calculation and a listing of the grades received for said tests, term papers and assignments. If copies of tests are not available due to instructor retention of tests, a listing of the grades received for the tests must be submitted by the instructor in lieu of the copies that the student must submit. The student should also submit his or her own calculation of the grade that he or she feels should have been received based upon the syllabus criteria for grade calculation as well as the calculation that the instructor used to determine the final grade (this may be obtained from the instructor). The student must list his or her reason(s) as to why he or she feels the grade was calculated incorrectly.

The Academic Advisory Committee will review the material submitted by the student and obtain input from the instructor regarding the reasoning for the final grade calculation.

Decisions made by the Academic Advisory Committee are final and may not be further appealed.

Any student wishing to appeal any determination regarding academic alert, academic probation or academic suspension, should make an appointment with the Academic Advisory Committee to discuss the matter further. If special circumstances warrant, the student may be permitted to repeat deficiency work in order to re-attain minimum academic standards; the special circumstances allowed include poor health, family crisis or other significant occurrences outside the control of the student. These special circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's academic progress within the program. The decision of the Academic Advisory Committee is final and may not be further appealed.

Please note that an approval of an appeal by the Academic Advisory Committee for an academic action does not reestablish financial aid eligibility; please see the section on the Appeal Process to Re-Establish Financial Aid or contact the Financial Aid Office for further information.

MAXIMUM TIME FOR COMPLETION

A student must complete his or her degree, diploma or certificate program ***in no more than*** one-and-a-half times the normal program length, or as specified within the time frames for each program, as follows:

DEGREE PROGRAMS:

Accounting.....	92 credits
Administrative Office Professional.....	92 credits
Criminal Justice: Law Enforcement Concentration.....	96 credits
Health Information Technology	102 credits
Human Resource Management.....	90 credits
Information Technology	90 credits
Medical Administrative Specialist.....	93 credits
Medical Assisting.....	90 credits
Nursing.....	104 credits
Substance Abuse Counseling.....	99 credits
Welding Technology.....	104 credits

DIPLOMA / CERTIFICATE PROGRAMS:

Substance Abuse Counseling Diploma.....	50 credits
Medical Assisting Certificate.....	59 credits
Welding Technology Certificate.....	54 credits

Those students who have been reinstated and who fail to complete the degree, diploma or certificate program within the maximum time frame may receive only a certificate of completion; no degree will be awarded.

In cases where a student has had a lapse of enrollment greater than ten years, the maximum time frame may be reset one time only. However, courses taken prior to the ten year mark that still apply to the student's program will be included in calculating satisfactory academic progress and maximum time frame.

CHANGE OF PROGRAM

A student may add, delete or change from one degree, diploma or certificate program to another or from a one-year diploma or certificate program to a two-year degree program by notifying the College of his or her intentions in writing; forms for this procedure are available through the Registrar's Office. ***The catalog in effect at the time of the change***

will dictate the curriculum requirements. Any alteration of the original program(s) as declared on the student's Application for Admission made after the student is in attendance is considered a *change of program*, including changes of program due to unsuccessful course repeats or other academic issues. A student is allowed to make a change to the program a maximum of two times. *Since some courses are offered at Beal College in a particular sequence or only one time per year, any change of program may delay a student's expected graduation date a year or more.*

If a student changes from one program to another at Beal College, a new Enrollment Agreement will be completed and must be signed by the student and appropriate school officials, and a final copy provided to the student.

A student will not be allowed to change programs if he or she has completed 46 or more credits towards an associate degree program or 21 or more credits towards a diploma program. The student must graduate from the first program before being allowed to return to another program.

When a student changes from one program to another, equivalent courses on the student's record are applied to the new program. The grades earned in the courses must meet the standards established for the new program. See the section on ***Transfer Credits*** for more information.

With regard to Satisfactory Academic Progress, when a student changes from one program to another, all courses will be included in the calculation of cumulative grade point average and pace of completion, not just the courses that apply to the new program. This policy also applies to a student who graduates from one program and returns to complete another program.

In the event that circumstances would require a change of program in excess of the two change maximum, a student would need to petition both the Academic Advisory Committee (AAC) and the Financial Aid Department for approval prior to the change.

EVALUATION POINTS

The progression toward the completion of a degree or diploma will be evaluated at the end of every MOD.

GRADUATION REQUIREMENTS

A Beal College student will be issued an Associate Degree, Diploma, or Certificate only after meeting *all* of the following requirements:

1. The student must attend a Degree Audit Meeting and complete an Application for Graduation within the last two mods before completion of his or her program.
2. The student must have satisfactorily completed the prescribed minimum number of credit hours in his or her program of study.

Associate Degree Programs

Accounting - 61 Credit Hours
Administrative Office Professional - 61 Credit Hours
Criminal Justice: Law Enforcement - 64 Credit Hours
Health Information Technology - 69 Credit Hours
Human Resource Management - 60 Credit Hours
Information Technology - 60 Credit Hours
Medical Administrative Specialist - 62 Credit Hours
Medical Assisting - 60 Credit Hours
Nursing – 69 Credit Hours

Substance Abuse Counseling - 66 Credit Hours

Welding Technology - 69 Credit Hours

Diploma Program

Substance Abuse Counseling Diploma - 33 Credit Hours

Certificate Programs

Medical Assisting Certificate - 39 Credit Hours

Welding Technology Certificate – 36 Credit Hours

3. The student must maintain a cumulative GPA of 2.00 or better (2.22 or better for Criminal Justice, Health Information Technology, and Medical Assisting students; and 2.50 for Nursing students — see page 38).

Any associate degree, diploma, or certificate seeking student receiving a deficiency grade in a course in the major area of study or in one of the general courses that require a grade of C or better must repeat the course in order to receive his or her degree. All major courses and general education courses that require a grade of C or better are indicated in the course listing for each program. The student's degree will not be granted until such time as the deficiency work has been repeated with the minimum required grade.

Any associate degree, diploma, or certificate seeking student who has accumulated more than six credit hours of deficiency work in related courses of study that do not require a C or better must repeat such courses with resulting grades of C or better. For these courses, deficiency work is defined as a grade of C-, D+, D or D-; in cases where an F has been received, the course must be repeated. The student's degree will not be granted until such time as the deficiency work has been repeated with the minimum required grade.

Important: Please refer to the individual program curriculum for information about the grades required for each course in the program. Grades that are acceptable in one program may not be acceptable in another program.

4. All accounts must be paid in full including tuition, textbooks and all fees. All library books and other Beal College materials must be returned.

A Graduation Banquet and Commencement Ceremonies are held in the spring for students who have applied to graduate. It is possible that a student may participate in graduation ceremonies, but still have classes remaining to complete. The student will not be considered graduated until he or she has completed all requirements of the program. In most cases, a student who will not be able to complete his or her program by the end of August will be asked to wait until the following year to participate in graduation ceremonies.

A student who is unsure of his or her expected date of completion should contact the Registrar to determine the completion date.

FINANCIAL AID

Beal College believes that no student should be denied the opportunity to pursue his or her educational interests because of a lack of financial resources. An interview with the Financial Aid Office can help to assess financial needs and educational costs involved. Students will be advised of the various educational grants, loans and scholarships that are available to qualified individuals. All students are encouraged to apply for federal and state financial aid.

Some financial aid is available in the form of grants and scholarships; these types of financial aid do not have to be repaid. Other types of financial aid include student loans that must be repaid with interest. Since Beal College is not able to meet the entire financial

needs of its students through grants and scholarships, student loans are an important means for financing one's education. The Federal Direct Loans (subsidized and unsubsidized), and the Federal PLUS Loan, are an important means of financing an education at favorable interest rates and repayment terms for qualified individuals.

Financial aid is awarded at Beal College on the basis of documented financial need; financial need is determined as being the difference between the cost of attending college and the Expected Family Contribution (EFC), the amount that can be expected to be contributed by the student and his or her parents, if the student is considered a dependent student. The EFC is determined by the Department of Education.

FINANCIAL AID PAPERWORK REQUIREMENTS

1. Beal College Financial Aid Information Form
2. **Free Application for Federal Student Aid (FAFSA)** must be completed online at www.fafsa.gov.
3. Additional documentation may be required as determined by federal regulations and the Beal College Financial Aid Office.

Financial aid eligibility for federal and state funding sources (grants and loans) is determined through the use of the Free Application for Federal Student Aid (FAFSA). The Department of Education's needs analysis equation determines the amount of parental/student contribution based upon the annual income and accumulated assets. Allowances are made for the number of dependents, the number of children attending post-secondary educational institutions and other relevant factors. This information provides Beal College with information regarding the financial strength of a student and his or her parents, if applicable. Changes in the financial condition from one year to the next may be taken into account if the student is eligible to be considered to have documentable special conditions, as per federal regulation; supporting documentation must be provided by the student, and parents if applicable, to support these considerations.

To apply for financial aid through Beal College, the Financial Aid Office encourages students to apply early in order to meet deadlines set by the various agencies. All admissions requirements must be met and a student must be accepted into a degree/certificate-granting program at Beal College before a student is considered for federal and state financial aid. Non-degree students are not eligible for federal or state financial aid.

To determine a student's award, a student must first submit all required financial aid paperwork so that an accurate assessment may be made of the student's, and parents' if applicable, financial strength. If a student feels he or she will need financial aid assistance, the forms described above must be completed and submitted to the Financial Aid Office at the earliest possible time before the intended enrollment date.

Once a financial need is established according to federal guidelines, Beal College will put together a financial aid award package. This package may include one or more of the types of assistance outlined below. Beal College currently participates in the following federal and state financial aid programs:

FEDERAL PELL GRANT

An entitlement grant (no repayment) provided by the federal government for students who demonstrate a financial need as determined by the Department of Education.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

This is a college-administered program of funds provided by the Department of Education and Beal College. Federal SEOG awards (no repayment) are awarded to those students receiving Pell Grants, depending upon the financial need and the availability of federal funds.

MAINE STATE GRANT PROGRAM (MSGP)

Students who are residents of Maine may apply for this need-based grant (no repayment) by filing the FAFSA prior to May 1, 2018 for the 2018/2019 award year. The maximum award for the 2018/2019 award year is \$1500.

DIRECT SUBSIDIZED LOANS

Funds for this Federal Family Education Loan program (repayment, with interest) are provided by the Department of Education. The loans are insured by the federal government. The student must first file and complete on-line the FAFSA to determine eligibility; the student must also complete on-line a promissory note and loan entrance counseling at www.studentloans.gov. A student must be continuously enrolled at least half-time to retain eligibility for this loan program.

The Direct Subsidized Loans are made to students who qualify based upon financial need and other factors. The federal government pays the interest while the student is in school attending at least half-time, during the grace period, or in deferment period. Once need is determined, the loan amounts that may be borrowed in any full academic year is a maximum of \$3500 for the first year and \$4500 for the second year; for less than a full academic year, loan amounts are subject to federal proration regulations. The interest rate for this loan program is a fixed rate of 5.05%. Repayment for amounts borrowed under this loan program begins six months after a student has graduated or stops attending school at least half-time.

DIRECT UNSUBSIDIZED LOANS

Like the Direct Subsidized Loans, these loans are also insured by the federal government. The student must follow the same application procedures as outlined above to determine eligibility for the Direct Subsidized Loan first. A student must be continuously enrolled at least half-time to retain eligibility for this loan program.

The Direct Unsubsidized Loans are not based upon need and the student is responsible for paying all of the interest on the loan, even while in school. The student may be eligible to borrow a combined total under both the Direct Subsidized and Unsubsidized Loan programs not to exceed the annual loan limits outlined in the section titled Direct Subsidized Loans. Independent students and dependent students whose parents cannot borrow under the Direct PLUS Loan program may borrow an additional amount of a Direct Unsubsidized Loan not to exceed \$6000 for a full academic year; for less than a full academic year, loan amounts are subject to federal proration regulations. The combined total amount borrowed cannot exceed the cost of education less any financial aid received. The interest rate for this loan program is variable with a cap of 5.05%. Repayment of the principal amount borrowed begins six months after a student has graduated or stops attending at least half-time. Interest accrues in all statuses from the day it was disbursed until the date it is paid in full.

DIRECT PLUS LOAN

The parent of a dependent student may apply for a Direct PLUS Loan (repayment, with interest) up to the amount of the unmet cost of education. Unmet costs for the Direct PLUS Loan are determined as the difference between the cost of education and the estimated financial aid to be received for the loan period, including the Direct Loan. The Direct PLUS Loan program is not interest-subsidized and repayment begins immediately after the disbursement of the loan proceeds. The Department of Education must perform a credit

analysis on the parent applying for the Direct PLUS Loan. Parents may apply on line at www.studentloans.gov. Parents will need the pin number they used when filing the parent information on the FAFSA.. The interest rate for this loan program is variable with a cap of 7.6%. A student must be continuously enrolled at least half-time for the parent to retain eligibility for this loan program.

Please refer to the policy outlined on page 47 for Title IV Financial Aid eligibility for grants and loans with regard to satisfactory academic progress.

VETERANS EDUCATIONAL BENEFITS

The College is approved by the Maine State Approving Agency for Veterans Education Programs for the education of military personnel, veterans and their dependents under the Veterans Administration Educational Assistance programs (GI Bill®). VA application forms may be found on the Veterans Administration Website (www.gbill.va.gov). Veterans are encouraged to visit the website for up-to-date information about eligibility requirements and available benefits. Contact your local Veterans Administration Office to determine your eligibility for any of the VA educational assistance programs. Calls may be directed to the VA Office in Buffalo, New York at 1-888-442-4551.

Applicants who are requesting Veterans Administration (GI Bill®) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer credit. Applicants with military service should send a copy of their Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine Corps American Council on Education Registry Transcript) to the College for credit evaluation.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.

BANGOR ADULT EDUCATION TUITION DISCOUNTS

Each year, Beal College offers three course charge waivers to graduates from the Bangor Adult Education GED Program. Recipients for the waivers are chosen by the Director of Bangor Adult Education and guidance counselor, based upon filling out an application indicating their college goals and indicating that they have applied or intend to apply to Beal College. The course charge waiver includes the tuition for an entry-level course, laboratory fee and the textbook costs associated with the course. Recipients of the waiver may choose from selected introductory courses; a listing of courses and an application for the tuition discount is available from the Director of Bangor Adult Education.

ALTERNATIVE LOANS

Alternative loans are credit-based, private loans offered by lenders that can be used to supplement other financial aid received. Rates and terms of alternative loans vary. Typically, interest begins to accrue immediately after disbursement. Alternative loan applications are available from the Financial Aid Director.

OVERPAYMENT REFUNDS

Aid, in the form of grants and loans, is applied to the student's account as it is received from the various sources (federal funds, lending institutions, state assistance programs, private scholarships, etc.). If a credit balance results from the receipt of loan, grant or scholarship funds, the stipend will be sent to the student (see section on Student Stipend Credit Balance Policy). If the credit balance results from an overpayment from an assistance program (TRA, TAA, or ASPIRE, etc.), the excess will be refunded to the sponsor agency. If the credit balance results from an over-award of federal or state financial aid, the excess will be refunded to the applicable aid program. If a student receives a stipend, he or she is responsible for all new charges incurred until further loans, grants

and/or scholarship proceeds are received and credited to his or her account. Please contact the Student Accounts Office for further information concerning the refund of credit balances.

POLICY FOR RECEIVING TITLE IV FINANCIAL AID (GRANTS AND LOANS)

The following criteria outlines the policy for students who receive financial aid assistance in the form of federal grants, federal loans and Maine State grant assistance.

1. A student must be enrolled in a degree, diploma or certificate program at Beal College in order to be considered for financial aid. Non-degree students are not considered to be enrolled within a degree, diploma or certificate program and therefore do not qualify for financial aid.
2. A student must complete his or her program of study within one and one-half times the normal length of the program as specified below:

DEGREE PROGRAMS:

Accounting.....	92 credits
Administrative Office Professional.....	92 credits
Criminal Justice:	
Law Enforcement Concentration.....	96 credits
Health Information Technology	102 credits
Human Resource Management	90 credits
Information Technology.....	90 credits
Medical Administrative Specialist.....	93 credits
Medical Assisting.....	90 credits
Nursing.....	104 credits
Substance Abuse Counseling.....	99 credits
Welding Technology.....	104 credits

DIPLOMA / CERTIFICATE PROGRAMS

Substance Abuse Counseling Diploma.....	50 credits
Medical Assisting Certificate.....	59 credits
Welding Technology Certificate.....	54 credits

Students may be eligible for most forms of financial aid when enrolled in 6.0 or more credits per payment period. Students enrolled in 5 credits or less may be eligible to receive Pell Grant but are not eligible to receive federal student loans.

3. The progress toward the completion of a degree, diploma or certificate will be checked at the end of every MOD. At the end of each MOD, a student's progress is reviewed for qualitative (pace of completion) and quantitative (cumulative GPA) minimum standards. If a student has not completed the required minimum pace of completion and cumulative GPA as outlined on pages 37-40, the student will have his or her financial aid eligibility affected.

If a student is on academic probation or academic alert, the student is eligible for Title IV assistance until such time as he or she is suspended from the College. *Once a student is academically suspended, Title IV funds will only be reinstated after the student meets the minimum academic program requirements (2.00 cumulative GPA for all programs except for the Criminal Justice, Health Information Technology, and Medical Assisting programs which require a 2.22 cumulative GPA at the completion of 32 credit hours, 2.50 for the Nursing program, and a minimum percentage of completion rate of 66.66%) except as noted in Criteria #4 below.*

4. A student who has lost eligibility for Title IV assistance due to academic suspension may appeal the loss of eligibility by following the appeal process. Appeals must be

made in writing and must provide documentation regarding unusual medical or personal circumstances to the Financial Aid Director for review. Please note that an approval of an appeal by the Academic Advisory Committee for an academic action does not reestablish eligibility for Title IV aid - an appeal must also be made to the Financial Aid Director and the Appeal Committee (see section on the **Appeal Process To Re-Establish Financial Aid Eligibility** for more information. After review of all documentation submitted, a decision for approval or denial of the appeal request will be sent to the student.

5. A student who has been granted an appeal will be placed on Financial Aid Probation for one payment period and an Academic Plan will be developed that shows the steps a student must make to achieve satisfactory academic progress.
6. A student who withdraws from a course (W, WP or WF) or receives a deficiency grade in a course (see pages 28-30) may receive aid when the course is repeated only for the second attempt. No Title IV aid, including grants and loans, will be disbursed for the third or more attempt of the course.
7. No Title IV aid will be disbursed if the student retakes a course merely to increase the cumulative grade point average if the grade initially received met the minimum standards set for the program.
8. No Title IV aid will be disbursed for courses taken by the student which are not required by the student's program of study.

Under Federal Law 34 CFR Part 682, the Department of Education mandates that the following information be provided to students: Beal College participates in a teachout program. Should Beal College discontinue offering academic programs, enrolled students could complete their programs at one or more participating colleges.

PAYMENT OF BILLS

The payment period is equal to two mods (one semester) for students who enroll on or after September 2018. For students enrolled prior to September 2018, the payment period is one mod.

Tuition and all other fees are billed prior to the start of each payment period. All charges are due upon receipt of the bill. If full payment is not received at this time and the student has not submitted all necessary documentation or completed the application process for a Federal Loan at least two weeks prior to the start of the payment period, the student must make payment arrangements before he or she may attend classes.

If a student's Federal Loan or parent's Federal PLUS Loan application is denied, the student is responsible for all charges incurred and must make alternate payment arrangements with the Student Accounts Office.

All students may charge required course textbooks to their student account. If the amount charged is not covered by a student's expected credit balance, the student will be notified by the student accounts office.

If a student is dropped or withdraws with an outstanding balance, the balance must be paid in a timely manner. If not, the account will be sent to a collection agency for further collection efforts. A fee of no less than 40% of the uncollected balance will be added to defray the cost of collections.

Cancellation Policy: All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.

BEAL COLLEGE BUDGET PAYMENT PLAN

Students may set up a budget payment plan for charges not covered by expected financial aid. The standard plan is one-half of the balance due the first day of class and the second half at the mid-point of the Mod. Alternative payment plans may be arranged by contacting the student accounts office. The College requires payment in full before the start of the next Mod classes.

There is no fee for a budget plan unless a payment is late; budget plan late fees are listed in the Expense section on page 53. Under certain circumstances, the College reserves the right to require payment in full before the start of classes.

Budget plans may not be made for audited classes.

STUDENT STIPEND CREDIT BALANCE POLICY

If receipt of a loan disbursement, grant award or scholarship results in an excess of monies received over charges due, the stipend will be sent to the student (or parent if a PLUS loan is the fund source). However, the student may submit a written authorization to direct the College to leave the excess on account to be used to offset future charges or until the funds are requested. (This authorization may be rescinded at any time by submitting a Credit Balance Refund Request Form.)

Once all of a credit balance has been issued to the student and/or parent, the student will be responsible for all tuition, lab fees and other charges (less applicable financial aid) incurred until other loan, grant or scholarship funds are received and credited to the student's account.

Stipends are processed within 14 days of the date that the excess funds are received or that the student submits a request. Please note: All stipend checks are mailed to the student's address on file. To ensure that any stipend check is received in a timely manner, the student must notify the College promptly of any address change.

LEAVE OF ABSENCE

A student who does not intend to enroll for an upcoming MOD but intends to return in a future MOD must complete a Leave of Absence Form prior to the start of the intended leave. All leaves of absence must be made in writing; forms are available through the Financial Aid Office. Those students not completing a Leave of Absence Form will be considered withdrawn from the College and appropriate refund calculations will be determined by the Student Accounts Office.

Approved leaves of absence must be requested in writing. Forms to declare a leave of absence are available through the Financial Aid Office. On the Leave of Absence Form, the student must indicate the future return date and the reason for leave. Approved leaves of absence may not exceed 180 days in a calendar year; those students whose leave of absence exceeds the 180 day time period or those students who do not resume studies as indicated will be considered withdrawn. For Title IV financial aid purposes (loans and grants), a leave of absence which exceeds 180 days during any twelve-month period is considered a withdrawal according to regulations established by the Department of Education. A student returning from Leave of Absence must resume training at the same point in the academic program that he or she began the Leave of Absence.

Since some courses are offered at Beal College in a particular sequence or only one time per year, a leave of absence - either approved or unapproved - may delay the student's expected graduation date.

ADD/DROP POLICY

Students with a start date on or after September 2018, may add or drop a course before the start of the first Mod of the payment period by contacting the office of the Registrar. No classes may be added after the Mod has started.

After the first Mod of the payment period has started, a student who wishes to officially withdraw from a course must meet with the Registrar and Student Accounts to determine the effect of withdrawal on the individual student's academic scheduling, tuition adjustment, and potential financial obligations.

The following Add/Drop Policy applies to students who have a start date prior to September 2018. A student wishing to add or drop a course after registration must complete an Add/Drop Form at the office of the Registrar before any adjustment of tuition or academic record can be made. Courses cannot be added after the first eight calendar days from the start of the Mod.

A student who stops attending a class but remains enrolled in other classes during the enrollment period may receive a refund of tuition based upon the following schedule:

If the student:	Percentage of tuition refunded:
Never attends the class	100%
Withdraws before the 8 th calendar day.....	80%
Withdraws after the 8 th calendar day.....	0%

The agencies which provide funding for a student's education are informed of all changes in a student's schedule; this may affect the student's future eligibility for agency funding.

WITHDRAWAL FROM SCHOOL

Official Withdrawal from School: An Official notification from the student regarding the student's intent to withdraw from the College occurs when the student notifies the Registrar of his or her intent to withdraw. Official notification from the student may be provided in writing or orally to the Registrar. In most circumstances the withdrawal date is the date that the notification was provided. However, if a student provides official notification of withdrawal to the College by sending a letter to the Registrar, the withdrawal date is the date that the College received the letter. As described below, the withdrawal date is used to calculate the amount of earned aid.

Unofficial Withdrawal from School: An unofficial withdrawal occurs when official notification is not provided to the school but the student stops attending. In cases of unofficial withdrawal, the date used in calculating the earned aid will be the midpoint of the period unless there is documentation of an academically-related activity. In that case, the date of the academic activity will be used. Each student's status will be examined at the end of each mod to determine any unofficial withdrawals.

Please see page 28 for information on the effect withdrawals have on grades and academic progress.

The following policy applies to students enrolling on or after September 2018. Please note: a payment period is two 8-week Mods. The payment period schedule is based upon the student's start date. The census period is the first 8 calendar days of each Mod.

- If a student withdraws before the start of the first Mod in the payment period, the tuition will be refunded.
- If a student withdraws after the start of classes but before the end of the first census period, 90% of tuition will be refunded.
- If a student withdraws after the census period but before the start of the second Mod of the payment period, 50% of the tuition will be refunded.
- If a student withdraws after the start of the second Mod, but before the end of the second Mod census period, 40% of the tuition will be refunded.
- If a student withdraws after the census period for the second Mod, no tuition will be refunded for that payment period.

The following policy applies to students who were enrolled prior to September 2018. Please note: a payment period is one 8-week Mod. The census period is the first 8 calendar days of each Mod.

- If a student withdraws on or before the first scheduled day of classes, 100% of the tuition will be refunded.
- If a student withdraws after the first scheduled day of classes through the first 8 calendar days of the Mod, 80% of the tuition will be refunded.
- If a student withdraws after the first 8 calendar days of the Mod, no tuition will be refunded.

The student who drops all of his or her classes is considered to be withdrawn even though he or she intends to resume classes at a later date.

Tuition refunds will be made within 30 days from the date that the College is notified in writing by the student (official withdrawal) or within 30 days from the date the College determines that the student is no longer enrolled.

The Higher Education Amendments of 1998 regulate the way in which the Return of Title IV federal financial aid is handled when a student withdraws from the College. This policy governs all grant programs (Pell, FSEOG) and loan programs (Direct Subsidized, Unsubsidized and Parent PLUS).

Beal College is a non-attendance taking school and uses a Pell recalculation date of eight (8) calendar days after the start of the mod to determine Pell eligibility for a student. A student must show academic activity within the census period of the first 8 calendar days of the Mod to be considered enrolled in a Mod. When a student officially withdraws, the date that the student began the official withdrawal process will be used in determining the amount of aid earned. For withdrawals without notification, the date used in calculating the earned aid will be the midpoint of the period unless there is documentation of an academically-related activity, in which case that date will be used. This policy governs the student's Title IV funds only and assumes that a student "earns" approved federal financial aid in proportion to the number of days in the term prior to the student's complete withdrawal and determines the amount, if any, that the student and/or the College must return.

If a student officially withdraws before the Pell recalculation date, a full refund of tuition and fees is given and no funds are ordered.

If a student completely withdraws from the College during a term, the College must calculate, according to a formula determined by the Department of Education, the portion of the total scheduled financial assistance that the student has earned and is entitled to retain. This earned portion is calculated on a percentage basis - the number of days the student attended is divided by the total number of days in the MOD. For example, if a student completes 20 calendar days and the MOD covers 54 calendar days, he or she has earned 37% of the approved federal aid that he or she was originally scheduled to receive for the term. This means that 63% of the student's scheduled or disbursed aid remains unearned and must be returned to the Federal Programs.

If the student receives (or the College receives on the student's behalf) more federal financial aid than he or she has earned, the unearned funds must be returned to the applicable grant and/or loan program.

This policy does not affect the student's charges - the Beal College Withdrawal Policy, listed above, is used to determine the reduction, if any, in the student's tuition. If the student's charges are less than the amount of aid earned, and a refund is due, the student may be able to receive those additional funds. If the student's charges are more than the amount of aid earned, the student is responsible for paying any outstanding charges to Beal College.

For students withdrawing from all classes at Beal College, if it is determined that a portion of the financial aid received on a student's behalf is unearned, Beal College must return all or a portion of the unearned amount on the student's behalf within 45 days of the date of determination in the following order:

1. Direct Unsubsidized Loan Program
2. Direct Subsidized Loan Program
3. Direct Parent PLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
6. Any other Title IV program (x 50% for grant funds)
7. Other federal, state, private, or institutional aid programs; and
8. The student

Any grant funds that the student is required to return to federal programs (after a 50% grant protection reduction) are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. **If the student fails to repay or fails to make arrangements to repay an overpayment, the student will lose his or her eligibility to receive federal financial aid in the future.**

If the Return to Title IV calculation results in a post-withdrawal disbursement (earned funds that have not yet been received by the school) any grant funds will automatically be ordered; any loan funds must be requested by the student within 14 days of receipt of notification of the post withdrawal loan disbursement.

Copies of the Department of Education's worksheets used to determine the unearned portion of Title IV funds are sent to the student and are available from the Financial Aid Office.

The Beal College refund policy follows those guidelines established by the Department of Education and agreed to by the higher education community and the Accrediting Commission of Career Schools and Colleges (ACCSC).

TUITION AND EXPENSES

Each student should refer to his or her individual Enrollment Agreement for details about costs of attendance.

No student may attend classes without first paying in full, making Budget Plan arrangements or completing the financial aid application process (all required paperwork submitted to the Financial Aid Office-- incomplete files will not be considered).

Please refer to pages 48-49 for information regarding payment of bills, budget payment plans, credit balance refunds and refunds.

Application Fee (one-time, mandatory).....	30.00
Auditing Fee per credit (plus any lab fees if applicable).....	150.00
Budget Plan Late Fee: <i>(If payment is late by more than 4 business days.)</i>	15.00
Directed Study Fee (per course plus tuition and any lab fees).....	225.00
Entrance Exam Retest Fee.....	5.00
Life Experience Credit Fee per course.....	150.00
Proficiency Examination Fee.....	150.00
Medical Insurance for 12 months <i>(may be waived with proof of personal insurance)</i>	1568.00

Program Costs

Effective September 1, 2018,

the following program costs apply to students with a start date on or after September 2018.

Associate Degrees:

Accounting

Tuition and Fees.....	22,000.00
Books/Supplies (estimate)	4,000.00

Administrative Office Professional

Tuition and Fees.....	22,000.00
Books/Supplies (estimate)	4,000.00

Criminal Justice Law Enforcement

Tuition and Fees.....	22,000.00
Books/Supplies (estimate)	2,650.00

Health Information Technology

Tuition and Fees.....	23,500.00
Books/Supplies (estimate)	3,800.00
Certification Exam Fee.....	235.00

Human Resource Management

Tuition and Fees.....	23,000.00
Books/Supplies (estimate)	3,200.00

Information Technology

Tuition and Fees.....	23,000.00
Books/Supplies (estimate)	3,000.00

Medical Administrative Specialist

Tuition and Fees.....	22,500.00
Books/Supplies (estimate)	4,000.00

Nursing

Tuition and Fees.....	36,500.00
Books/Supplies (estimate)	3,000.00
Nursing Entrance Exam	20.00
Background Check	100.00
NCLEX-RN Test	200.00

Substance Abuse Counseling

Tuition and Fees.....	23,000.00
Books/Supplies (estimate)	2,400.00

Welding Technology

Tuition and Supplies.....	26,000.00
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Books/Supplies (estimate)	1,200.00
Diploma:	
Substance Abuse Counseling Diploma	
Tuition and Supplies	13,000.00
Books/Supplies (estimate)	1,300.00
Certificates:	
Medical Assisting Certificate	
Tuition and Fees	16,500.00
Books/Supplies (estimate)	2,000.00
Certification Exam Fee	130.00
Welding Technology Certificate	
Tuition and Fees	16,500.00
Books/Supplies (estimate)	500.00

Tuition and Expenses

Effective July 1, 2018,

the following costs apply to students with a start date prior to September 2018.

All costs are subject to change.

Tuition per credit	290.00
Resource Fee* per credit	35.00
Welding Equipment Kit	350.00
Books/Supplies (yearly estimate; varies per program)	1700.00
Course Fees**:	
<i>These fees are mandatory.</i>	
LE101, LE111, LE223	25.00
AD220, EX220, HI220, HR221, LE226,	
MA220, MX220, SA220, (Insurance Fee)	35.00
HI103 (Student AHIMA Membership)(excluding students who currently	
hold AHIMA credentials)	50.00
AC115, AC207, AC210, CS115, CS207, HI212, MA101,	90.00
PF231, PF232, PF233, WL111, WL121, WL122, WL123,	
WL124, WL125, WL126, WL131, WL201, WL202	
WL211, WL212, WL213, WL221, WL240	175.00
MA220 (Certification Exam Fee)	130.00
MO207	200.00
HI220 (Certification Exam Fee)	235.00
LE117, LE118	250.00
LE224	150.00
MA111, MA112, MA211, MA212	350.00
ZO113 and ZO114	500.00

**Resource Fee – A comprehensive fee that supports student services including but not limited to registration, orientation, student ids, career placement services, parking facilities, fitness and wellness center, technology support services, college email, on campus access to the Internet, and Library resources.*

***Course Fees – These fees vary by course to cover costs of special equipment, supplies, and materials. In addition, some programs require special fees for national or state tests. Students are advised that testing fees may change without notice.*

Please note: Criminal Justice Students are required to purchase a training uniform, including a duty belt, before attending LE216 Advanced Police Patrol Procedures or LE224 Police Patrol Procedures and Field Training. The uniform will be worn while attending classes. The cost of the uniform and duty belt is the responsibility of the student. Please contact the Admissions Office for more information.

COURSE NUMBERING AND PREREQUISITES

Courses are numbered at Beal College according to the following criteria:

- 100-199 Level Courses: Courses which are typically taken during the student's first year - these courses may be prerequisites for the 200 level courses taken during the student's sophomore year;
- 200-299 Level Courses: Courses which are typically taken during the student's second year.

Prerequisites refer to lower level courses which must be successfully completed prior to entering higher level courses. For successful completion, a student must attain a passing grade as indicated in the student's program of study. Note that some courses require a grade of C or C+. Courses with prerequisites are indicated in the program outline by the letter P. Please refer to each course description for a list of the courses which must be completed prior to registering for the course. Prerequisites may be waived with the permission of the Program Director and the Academic Advisory Committee.

A student will follow the curriculum requirements for a program, including prerequisites, of the catalog in effect at the time he or she began the program. If a student upgrades to a new catalog, he or she will follow the new catalog.

GENERAL EDUCATION COURSES

General education courses are those courses with subject matter from areas of learning that are deemed to be the common experience of all educated persons. They are not specific to one particular field and are an important part of a well-rounded education.

Students enrolled in an Associate degree program are required to take a minimum of 15 credit hours of general education courses including at least one course from each of the following categories: humanities, math and science, and social science. General education courses may not be substituted with another course that does not qualify as a general education course.

Humanities: Courses in fields such as literature, philosophy, logic, foreign language, art, music, and communications that help to understand how people process and document the human experience.

- CT111 Critical Thinking in the Twenty-First Century
- EH102 Speech
- EH111 College Composition
- EH113 Narrative & Descriptive Writing

Math and Science: Courses in fields such biology, chemistry, physics, geology, astronomy, and mathematics theory and analysis, including algebra, trigonometry, geometry, calculus and other advanced mathematics courses.

- MS110 Algebra
- MS111 Statistics
- ZO111 Human Anatomy & Physiology I
- ZO112 Human Anatomy & Physiology II
- ZO113 Human Anatomy & Physiology Lab I
- ZO114 Human Anatomy & Physiology Lab II
- ZO211 Microbiology

Social Science: Courses in fields such as history, economics, political science, geography, sociology, anthropology and general psychology that help understand the interrelationships and functioning of the human society.

EC201	Microeconomics
EC202	Macroeconomics
HY101	Government
HY103	U.S. History 1865 to the Present
PY101	General Psychology
PY202	Lifespan Development
PY210	Human Relations
SC101	Introduction to Sociology

APPLIED GENERAL EDUCATION COURSES

Applied general education courses involve the application of principles and concepts to the practical affairs of a specific occupation.

For Occupational Associate Degree in Welding Technology only:

MS113	Technical Mathematics
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PROGRAMS OF STUDY

Academic Associate Degree Programs

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Diploma Programs

Substance Abuse Counseling Diploma.....	68
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Certificate Programs

Medical Assisting Certificate.....	69
Welding Technology Certificate.....	70

ACCOUNTING

The Accounting program is designed to give the student an in-depth knowledge of accounting principles and their application in today's business environment. Specialized courses including Federal Taxes, Managerial Accounting and Computerized Accounting are included to provide the student with a wider range of business knowledge valuable in a variety of professional opportunities.

Program Goals and Learning Outcomes:

- Understand and interpret accounting and business finances, and perform fundamental accounting functions in accordance with GAAP
- Gain technical and computer skills becoming proficient in use of computer-based accounting software including Microsoft Office suite and Quickbooks.

Career Preparation:

Graduates will be able to perform in entry-level accounting positions including but not limited to accounting associate, accounting clerk, accounts receivable clerk, accounts payable clerk, accounts payable specialist, bookkeeper, accounting assistant, and teller, for example.

Major Courses of Study Requiring a Grade of C or Better

AC111	P	Principles of Accounting I	3
AC112	P	Principles of Accounting II	3
AC115	P	Computerized Accounting	2
AC201	P	Intermediate Accounting I	3
AC202	P	Intermediate Accounting II	3
AC203	P	Managerial Accounting	3
AC207	P	Computerized Accounting II	2
AC210	P	Federal Taxes I	3
BA101		Business Law I	3
BA205	P	Organizational Behavior	3
BA209	P	Management Communications	3
BA210	P	Ethics in Business	3
CS115		Introduction to Computer Concepts and Applications	3

MS101	Business Mathematics	3
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General Education Courses Requiring a Grade of C or Better

CT111	Critical Thinking in the Twenty-First Century	3
EC201	P Microeconomics	3
EC202	P Macroeconomics	3
EH102	Speech	3
EH111	College Composition	3
MS110	Algebra	3
SC101	Introduction to Sociology	3

TOTAL CREDITS	61
TOTAL CONTACT HOURS	945

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

It should be understood that the College does not guarantee employment in the accounting field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

ADMINISTRATIVE OFFICE PROFESSIONAL

The Administrative Office Professional program prepares students to be effective and efficient administrative professionals. The program blends traditional office skills, such as planning, supervising, organizing, bookkeeping and document preparation with current computer technology and applications including keyboarding, word processing, electronic spreadsheets, and database management. The program also includes general education courses to round out the student's education and leads to employment as administrative office professionals in a variety of settings.

Program Goals and Learning Outcomes:

- Demonstrate effective and proficient communication skills both oral and written; write professional business reports and correspondence using appropriate business style.
- Apply fundamental concepts in leadership, office management, and customer service
- Demonstrate technical and computer skills in Microsoft Office suite with focus on accuracy and speed

Career Preparation:

Graduates will be able to perform in entry-level positions including but not limited to administrative assistant, office assistant, executive secretary, administrative secretary, office manager, administrative specialist, clerk typist, secretary,

Major Courses of Study

Requiring a Grade of C or Better

AC111	P	Principles of Accounting I	3
AC115	P	Computerized Accounting	2
AD220	P	Administrative Management	
		Externship	3
BA100		Introduction to Business	3
BA105		Human Resource Management	3
BA205	P	Organizational Behavior	3
BA209	P	Management Communications	3
BA210	P	Ethics in Business	3
CS115		Introduction to Computer Concepts and Applications	3
CS207	P	Advanced Word Processing	2
MK101		Superior Customer Service	3
MS101		Business Mathematics	3
SS205	P	Office Procedures	3

General Education Courses

Requiring a Grade of C or Better

CT111		Critical Thinking in the
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	Twenty-First Century	3
EH102	Speech	3
EH111	College Composition	3
EH113	Narrative & Descriptive Writing	3
MS110	Algebra	3
PY210	Human Relations	3
SC101	Introduction to Sociology	3

Related Courses

Requiring a Grade of C or Better

Elective Course		3
Choose <i>one</i> of the following courses:		
BA101	Business Law I	
HY101	Government	
HY103	U.S. History 1865 to Present	
MS111	Statistics	
PY101	General Psychology	
ZO101	Medical Terminology	

TOTAL CREDITS	61
TOTAL CONTACT HOURS	1060

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

Please note: certain facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend an externship. The cost of the background check and drug screen is the responsibility of the student. It should be understood that the College does not guarantee employment in the administrative office professional field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

CRIMINAL JUSTICE LAW ENFORCEMENT CONCENTRATION

The Law Enforcement Concentration of the Criminal Justice program is designed to prepare a student for a career in the criminal justice system and provides the opportunity for currently employed criminal justice professionals to further their education. The Law Enforcement Concentration emphasizes the technical, administrative and interpersonal skills required of the criminal justice professional with a strong foundation in the social, ethical and legal issues confronted by officers in the performance of their duties.

Program Goals and Learning Outcomes:

- Develop a critical understanding of the field of law enforcement through a balance of theory and practical application.
- Develop an interdisciplinary perspective on the issues which face law enforcement professionals.
- Develop leadership and decision making skills.
- Develop knowledge and form a critical understanding of the ethical dimensions of the field.
- Develop a commitment to social justice, civic responsibility, and feel the importance of respecting the dignity of all persons.

Career Preparation:

The Criminal Justice program will provide the opportunity to seek entry-level positions in various fields of criminal justice including but not limited to police officer, corrections and private security. Working professionals in various fields of law enforcement may consider this program as a means of increasing their knowledge in their field or to continue their education as a means for advancement.

Major Courses of Study

Requiring a Grade of C+ or Better

LE101	Introduction to Criminal Justice	3
LE104	Professional Law Enforcement Ethics	3
LE111	Technical Writing for Law Enforcement Officers	3
LE112	Rules of Evidence	3
LE117	Law Enforcement Physical Conditioning and Self-Defense Tactics	2
LE118 P	Law Enforcement Physical Conditioning and Self-Defense Tactics II	2
LE216 P	Advanced Law Enforcement Patrol Procedures	3
LE221 P	Community Oriented Policing	3
LE223 P	Criminal Investigations and Forensics	3
LE224 P	Police Patrol Procedures and Field Training	3
LE225	Corrections in Criminal Justice	3

LE226	Criminal Justice Externship	3
PL112	Constitutional Law***	3
PL123	Criminal Law***	3

General Education Courses

Requiring a Grade of C or Better

EH102	Speech	3
EH111	College Composition	3
EH113	Narrative & Descriptive Writing	3
HY101	Government	3
MS111	Statistics	3
PY101	General Psychology	3
SC101	Introduction to Sociology	3

Related Courses of Study

CS115	Introduction to Computer Concepts and Applications	3
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TOTAL CREDITS **64**
TOTAL CONTACT HOURS **1105**

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

***** PL-lettered courses are available evenings only**

Additional police academy training may be required for law enforcement jobs and the applicant may be disqualified from employment as a law enforcement officer by failing a mandatory physical fitness test, criminal background and general background examination, polygraph examination and psychological and medical screening. The College does not guarantee that any student will be placed in any public law enforcement or private security job, or placed at all.

HEALTH INFORMATION TECHNOLOGY

The objectives of the Health Information Technology program are to provide students with the knowledge and skills necessary to be effective and efficient in the Health Information Technology field. Health Information Technicians are responsible for ensuring the quality of health records and healthcare data by verifying completeness, accuracy, and proper entry into computer systems. These skills can be applied in a variety of settings including but not limited to hospitals, nursing homes, mental health facilities, public health agencies and insurance companies. Graduates of the Health Information Technology program are eligible to sit for the Registered Health Information Technician (RHIT) exam.

Program Goals and Learning Outcomes:

- Exhibit communication skills both oral and written.
- Demonstrate skill in ensuring the quality of health records and healthcare data.
- Understand policies and procedures with regard to health information use and disclosure.
- Demonstrate knowledge of the types of laws that govern the healthcare industry. Discuss the HIPAA Privacy Rule and HIPAA Security Rule with regard to health information use and disclosure, including requirements implemented by the American Recovery and Reinvestment Act.
- Verify completeness, accuracy, and proper entry into computer systems.
- Apply skills in in-patient and out-patient coding.

Career Preparation:

The Health Information Technology program will provide the opportunity to seek entry-level positions in a diverse field including but not limited to health information technician, medical coder, medical records analyst, health information specialist, and risk manager.

Major Courses of Study

Requiring a Grade of C+ or Better

HI101	Introduction to Health Information Technology	3
HI103 P	Fundamentals of Law for Health Information Management	3
HI208 P	Evaluation and Management Coding	1
HI209 P	Health Information Organization and Supervision	3
HI214 P	Health Care Data Analysis & Statistics	3
HI215 P	Health Care Reimbursement Methodologies	3
HI217 P	ICD-10-CM Coding	3
HI219 P	ICD-10-PCS Coding	3
HI220 P	Externship in Health Information Technology	3
MO204 P	CPT Coding	3
MO207 P	Advanced Coding	2
MO212 P	Pharmacology & Pathophysiology	3
ZO101	Medical Terminology	3

CT111	Critical Thinking in the Twenty-First Century	3
EH111	College Composition	3
EH113	Narrative & Descriptive Writing	3
HY101	Government	3
MS110	Algebra	3
PY101	General Psychology	3
SC101	Introduction to Sociology	3

General Education Courses

Requiring a Grade of C+ or Better

ZO111 P	Human Anatomy & Physiology I	3
ZO112 P	Human Anatomy & Physiology II	3
ZO113 P	Human Anatomy & Physiology Lab I	1
ZO114 P	Human Anatomy & Physiology Lab II	1

Related Courses of Study

CS115	Introduction to Computer Concepts and Applications	3
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General Education Courses

Requiring a Grade of C or Better

TOTAL CREDITS	68
TOTAL CONTACT HOURS	1180

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

Health Information Technology students are required to submit a Student Health Profile form, completed by a health care provider, documentation of tuberculosis testing and the Hepatitis B vaccine series, prior to sitting in HI101. The Hepatitis B vaccine is available through clinics coordinated by the program director. For cost and information contact the program director.

Please note: certain medical facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend an externship. The cost of the background check and drug screen is the responsibility of the student. *It should be understood that the College does not guarantee employment in the allied health field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.*

HUMAN RESOURCE MANAGEMENT

The Human Resource Management program is designed to prepare students for entry level careers in the field of human resource management or to add to one's education as a human resource professional. This degree offers human resource theory and concepts along with practical skills necessary to enhance professional performance. Students will experience an application-oriented, real-world focused education through a degree program that provides a strong foundation in business along with a general education curriculum designed to support student academic and professional success.

Program Goals and Learning Outcomes:

- Apply knowledge of human resource planning, recruitment, training and development, compensation, payroll, benefits, affirmative action, and employment law.
- Understand and utilize effective and proficient communication skills.
- Apply fundamental concepts in leadership and business management.
- Demonstrate knowledge of planning, organizing, staffing, leading and controlling processes.

Career Preparation:

The Human Resource Management program will provide the opportunity to seek entry-level positions as a Human Resource Assistant, Human Resource Specialist, Recruiter, Employment Coordinator among others.

Major Courses of Study

Requiring a Grade of C or Better

AC111	P	Principles of Accounting I	3
BA105		Human Resource Management	3
BA110		Motivational Interviewing for the Business Professional	3
BA208	P	Business Management	3
BA209	P	Management Communications	3
BA210	P	Ethics in Business	3
CS115		Introduction to Computer Concepts and Applications	3
HR202	P	Compensation and Payroll	3
HR203	P	Employee Benefits	3
HR204	P	Employee Training & Development	3
HR210	P	Employment Law	3
HR221	P	Human Resource Management	

	Externship	3
MS101	Business Mathematics	3

General Education Courses

Requiring a Grade of C or Better

EH111	College Composition	3
EH113	Narrative and Descriptive Writing	3
HY101	Government	3
MS111	Statistics	3
PY101	General Psychology	3
PY210	Human Relations	3
SC101	Introduction to Sociology	3

TOTAL CREDITS	60
TOTAL CONTACT HOURS	1015

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

Please note: certain facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend an externship. The cost of the background check and drug screen is the responsibility of the student. It should be understood that the College does not guarantee employment in the human resource management field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

INFORMATION TECHNOLOGY

The Associate of Science in Information Technologies program will equip graduates with the technical knowledge and critical-thinking skills needed for a career in information technology. The student will develop highly desired skills in areas like network planning and design, system administration, application development, website design, data management and more.

Program Goals and Learning Outcomes:

After completion of the associate degree, the graduate will be able to:

- Solve fundamental technology-related problems using effective methods and tools.
- Employ appropriate verbal and written communication skills to meet the needs of end-users and supervisors using oral, print, and multimedia strategies.
- Employ strategies for maintaining and securing existing IT systems.
- Identify current and emerging tools that meet technical specifications and organizational goals.

Career Preparation:

The Information Technology professional performs in a variety of positions including but not limited to Network and Computers Systems Administrators, Network Architect, Computer Support Specialists, Database Administrators, Web Developer, Programmer, Systems Analyst, Network Security Analysts, Database Analyst, IT Help Desk.

Major Courses of Study

Requiring a Grade of C or Better

IT101	Introduction to Information Technology	3
IT105 P	Microsoft Client Operating Systems	3
IT110 P	Network Fundamentals	3
IT120 P	Linux Systems Administration	3
IT125 P	Routing and Switching Fundamentals	3
IT130 P	Windows Server and Active Directory Fundamentals	3
IT215 P	Virtualization Fundamentals	3
IT220 P	Database Fundamentals	3
IT225 P	Network Security	3
IT230	Introduction to Website Development	3
IT235 P	Web Application Development	3
IT245 P	Information Technology Externship	3

PM240 P	Project Management	3
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General Education Courses

Requiring a Grade of C or Better

CT111	Critical Thinking in the Twenty-First Century	3
EH111	College Composition	3
MS110	Algebra	3
MS111	Statistics	3
PY101	General Psychology	3
PY210	Human Relations	3
SC101	Introduction to Sociology	3

TOTAL CREDITS	60
TOTAL CONTACT HOURS	1105

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

Please note: certain facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend an externship. The cost of the background check and drug screen is the responsibility of the student. It should be understood that the College does not guarantee employment in the information technology field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

MEDICAL ADMINISTRATIVE SPECIALIST

The Medical Administrative Specialist program is designed to prepare individuals for careers as entry level medical office assistants for diverse health care delivery systems including private medical practices, clinics, public health departments, or hospitals. This program gives the student experience in out-patient medical coding and in-patient medical coding. On completion of this program, the student will be prepared for the Certified Medical Administrative Specialist (CMAS)(AMT) Certification, Certified Professional Coder (CPC)(AAPC), Certified Coding Associate (CCA)(AHIMA), and Certified Coding Specialist (CCS)(AHIMA) exams.

Program Goals and Learning Outcomes:

- Develop skills in medical software, medical terminology, medical insurance form preparation, medical coding, medical billing, and medical office procedures.
- Demonstrate proficiency in oral and written communications, organization, and time management.
- Gain an understanding of medical practice settings and specialties, the differences between managed care and how commercial HMO/PPO, federal and state insurance plans work, including their eligibility, coverage and reimbursement methodologies.
- Demonstrate ability to meet the highest legal and ethical standards of the profession, including types of consents and disclosures, and the rules for maintaining privacy of medical records and protected health information.

Career Preparation:

The Medical Administrative Specialist performs in a variety of positions including but not limited to Medical Office Specialist, Medical Secretary, Medical Biller or Coder, Medical Receptionist, Unit Secretary, and Registration Representative.

Major Courses of Study

Requiring a Grade of C or Better

HI208	P	Evaluation and Management Coding	1
HI209	P	Health Information Organization and Supervision	3
HI217	P	ICD-10-CM Coding	3
HI219	P	ICD-10-PCS Coding	3
MO203	P	Medical Ethics and Law	3
MO204	P	CPT Coding	3
MO207	P	Advanced Coding	2
MO212	P	Pharmacology & Pathophysiology	3
MO217	P	Medical Administrative Procedures	3
MX220	P	Medical Office Externship	3
ZO101	P	Medical Terminology	3

General Education Courses

Requiring a Grade of C or Better

CT111	P	Critical Thinking in the Twenty-First Century	3
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EH113		Narrative and Descriptive Writing	3
HY101		Government	3
MS110		Algebra	3
PY101		General Psychology	3
PY202		Lifespan Development	3
SC101		Introduction to Sociology	3
ZO111	P	Human Anatomy & Physiology I	3
ZO112	P	Human Anatomy & Physiology II	3
ZO113	P	Human Anatomy & Physiology Lab I	1
ZO114	P	Human Anatomy & Physiology Lab II	1

Related Courses of Study

CS115		Introduction to Computer Concepts and Applications	3
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TOTAL CREDITS	62
TOTAL CONTACT HOURS	1090

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

Documentation of tuberculosis testing and the Hepatitis B vaccine series is required prior to MX220. This process may take up to 6 months to complete. *Please note:* certain medical facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend an externship. The cost of the background check and drug screen is the responsibility of the student.

It should be understood that the College does not guarantee employment in the allied health field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

MEDICAL ASSISTING

A student must have completed the Medical Assisting Certificate program prior to enrolling in the Medical Assisting Associate Degree program.

The Associate Degree provides the Medical Assistant Certificate graduate a pathway to continue his or her education, enhancing the opportunity for advancement in the profession.

Program Goals and Learning Outcomes:

- Display professionalism working as a member of a team, prioritize and perform multiple tasks.
- Demonstrate ability to meet the highest legal and ethical standards of the profession.
- Exhibit communications skills, recognizing and respecting cultural diversity, adapt communications to an individual's ability to understand, recognize and respond effectively to verbal, nonverbal, and written communications, use medical terminology appropriately, provide instruction to individuals according to their needs.
- Perform administrative functions, apply legal concepts within legal and ethical boundaries.
- Practice fundamental clinical principles by applying aseptic technique and infection control; and complying with quality assurance practices. Actively participate in patient care by adhering to established patient screening procedures; obtaining patient history and vital signs; preparing and maintaining examination and treatment areas; preparing patients for examinations, procedures, and treatment; assisting with examinations, procedures, and treatment; preparing and administering medications and immunizations; maintaining medication and immunization records; recognizing and responding to emergencies; and coordinating patient care information with other health care providers.

Career Preparation: The Medical Assistant performs in a variety of positions including but not limited to Certified Medical Assistant, Medical Assistant, Medical Lab Assistant.

Medical Assisting Certificate Program

(See page 68 for details)

All Courses Successfully Completed 39

General Education Courses Requiring a Grade of C or Better

CT111	Critical Thinking in the Twenty-First Century	3
EH113	Narrative & Descriptive Writing	3
HY103	U.S. History 1865 to the Present	3
MS110	Algebra	3
PY101	General Psychology	3
PY202	Lifespan Development	3
SC101	Introduction to Sociology	3

TOTAL CREDITS	60
TOTAL CONTACT HOURS	1185

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

Please note: It should be understood that the College does not guarantee employment in the allied health field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

NURSING

The associate degree program in Nursing is dedicated to fostering and nurturing the compassion, clinical reasoning, problem solving, and lifelong learning skills needed by practitioners in the nursing profession today. The nursing curriculum combines nursing and general education courses to provide a sound theoretical base for the practice of nursing.

The nursing program is a full-time commitment requiring attendance in daytime lecture/lab classes, and daytime, evening, and weekend clinical rotations throughout the calendar year

Program Goals and Learning Outcomes:

The graduate of the Nursing Program will:

- Utilize the nursing process, incorporating evidenced-based practices, to provide holistic nursing care for individuals and families across the life span, in health, during illness, and in recovery;
- Communicate professionally with individuals, families, and members of the healthcare team, using a variety of methods, including informatics;
- Collaborate as a responsible and accountable member of the healthcare team to provide safe, quality, patient-centered care, within the legal and ethical boundaries of the nursing profession.

Career Preparation: Completion of the Nursing program qualifies graduates to receive an Associate in Science Degree in Nursing (ADN). The ADN qualifies the graduate for the National Council Licensure Examination (NCLEX-RN), and application for state licensure as a registered nurse (RN) in Maine.

Major Courses of Study

Requiring a Grade of C+ or Better

NU100	P	Introduction to Foundational Nursing Concepts	4
NU125	P	Foundational Nursing Concepts 2	5
NU140	P	Pharmacology	3
NU150	P	Introduction to Maternal-Child Nursing Concepts	4
NU175	P	Nursing Concepts Across the Life Span 1	5
NU200	P	Introduction to Mental Health Nursing Concepts	4
NU225	P	Nursing Concepts Across the Life Span 2	5
NU250	P	Nursing Concepts Across the Life Span 3	6
NU275	P	ADN Transition to Nursing Practice	3

General Education Courses

Requiring a Grade of C+ or Better

ZO111	P	Human Anatomy and Physiology I	3
ZO112	P	Human Anatomy and Physiology II	3
ZO113	P	Human Anatomy and Physiology Lab I	1
ZO114	P	Human Anatomy and Physiology Lab II	1
ZO211	P	Microbiology	4

General Education Courses

Requiring a Grade of C or Better

EH102		Speech	3
EH111		College Composition	3
MS110		Algebra	3
PY202		Lifespan Development	3
SC101		Introduction to Sociology	3
Elective		General Education Elective	3

TOTAL CREDITS	69
TOTAL CONTACT HOURS	1484

For this program, minimum academic requirements are a cumulative grade point average of 2.50 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

A cumulative grade point average of 2.5 is required to progress to NU100 Introduction to Foundational Nursing Concepts.

The Nursing Program keeps current with healthcare trends and technology in order to prepare students for the challenges of the nursing profession. The curriculum is subject to change in order to comply with the requirements of the Maine State Board of Nursing (MSBN), accreditation agencies, clinical facilities, and/or the College.

Note: The Maine State Board of Nursing may refuse to grant a license to graduates of any Nursing program on the basis of criminal history record information relating to convictions denominated in Title 5, Chapter 341, sub-section 5301 of the Maine Revised Statutes Annotated.

SUBSTANCE ABUSE COUNSELING

The objectives of the Substance Abuse Counseling Associates Degree program are to provide students with an academic foundation for a career in substance abuse services. Coursework in the substance abuse degree program includes general education classes in combination with substance abuse and human services courses to prepare students in areas such as case management, crisis intervention and vocational rehabilitation, as well as substance abuse counseling services. These skills can be applied in many settings including residential and outpatient counseling programs, employee wellness programs and hospital detox facilities. The overall objective of this academic program of study is to provide the student with both the academic and practical skills required for employment in a variety of settings in the substance abuse field.

The courses in this program are designed to meet the requirements necessary to qualify graduates to sit for the CADC (Certified Alcohol and Drug Counselor) examination. Please refer to Maine Statute 384c004 for complete details on CADC certification.

Program Goals and Learning Outcomes:

- Learn and apply theories of addiction, substance assessment, and counseling techniques.
- Practice an understanding of diversity and tolerance for others. Apply ethics and boundary considerations when working and interacting with people in substance abuse counseling.
- Gain counseling skills including motivational interviewing.
- Understand the neurobiology of addiction, family addiction dynamics, and special population considerations in substance abuse counseling.
- Demonstrate knowledge of group process, case management, crisis intervention, trauma and recovery, and vocational rehabilitation.

Career Preparation:

The Substance Abuse Counseling graduate performs in a variety of positions including but not limited to Substance Abuse Counselor, Certified Alcohol & Drug Counselor (CADC), Counselor Associate, Chemical Dependency Counselor, Campus Aide, and Addictions Counselor.

Major Courses of Study

Requiring a Grade of C or Better

HS103	P	Psychosocial Rehabilitation	3
HS113		Vocational Rehabilitation	3
HS114		Crisis Identification and Resolution	3
HS201	P	Interviewing and Counseling	3
HS204	P	Case Management	3
HS205	P	Group Process	3
HS207	P	Trauma, Sexual Abuse and Recovery	3
SA101		Introduction to Substance Abuse Counseling	3
SA102		Ethics and Boundaries in Substance Abuse Counseling	3
SA103		Motivational Interviewing	3
SA104		Multicultural Counseling in Substance Abuse	3
SA201	P	Addiction and the Family	3
SA202	P	Co-occurring Disorders	3
SA203	P	Motivational Interviewing II	3
SA204	P	Substance Abuse for Substance	

		Abuse Counseling	3
SA220	P	Substance Abuse Counseling Externship	3

General Education Courses

Requiring a Grade of C or Better

CT111		Critical Thinking in the Twenty-First Century	3
EH111		College Composition	3
MS111		Statistics	3
PY101		General Psychology	3
SC101		Introduction to Sociology	3

Related Courses of Study

CS115		Introduction to Computer Concepts and Applications	3
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TOTAL CREDITS	66
TOTAL CONTACT HOURS	1105

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. *P-Please refer to course descriptions for all required prerequisites for this course.*

It should be understood that the College does not guarantee employment in the substance abuse counseling field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

Please note: certain organizations require background checks before a student can be authorized to attend an externship. The cost of the background check is the responsibility of the student. In addition, certain organizations require documentation of tuberculosis testing, completed by a health care provider, and the Hepatitis B vaccine series.

WELDING TECHNOLOGY

Welding Technology is an occupational associate degree curriculum designed to include courses in basic, intermediate, and advanced welding. The beginner courses offer training in metallurgy, basic welding techniques utilizing the shielded metal arc welding process. The intermediate and advanced curriculum offers training in advanced welding processes, pipefitting, and pipe welding processes utilizing the gas metal arc welding and gas tungsten arc welding processes. Students will also take required classes in Flux-Cored Arc Welding, Blueprint Reading, and Quality Control to prepare them for employment in several welding industries. Graduates of this program will find employment opportunities in a variety of manufacturing and construction industries, including but not limited to, bridge and building construction, metal fabrication, shipbuilding, power generation, petro-chemical industry, paper industry, and more.

Graduates of the Welding Technology program will have the opportunity to test for two nationally recognized AWS (American Welding Society) certifications: AWS - Structural Stick Certification and AWS - Flux Cored Certification.

Program Goals and Learning Outcomes:

- Become proficient in methods of welding including shielded metal arc, flux cored arc, gas metal arc, and gas tungsten arc welding; oxy acetylene cutting, and plasma arc cutting.
- Understand how to read a blueprint as it relates to welding.
- Gain knowledge of pipefitting techniques.
- Safely and effectively operate welding equipment.
- Navigate and understand the D1.1 Welding Code Book and aspects of a QAQC department.

Career Preparation:

The Welding Technology program prepares graduates for positions including but not limited to Welder, Steel Fabricator, Pipe Fitter, Quality Assurance/Control, Millwright, and Machine Repair.

Major Courses of Study

Requiring a Grade of C or Better

PF231 P	Pipefitting Fundamentals	3
PF232 P	Practical Pipefitting	3
WL111	Introduction to Metallurgy	3
WL121	Shielded Metal Arc Welding (S.M.A.W.) Basic	3
WL122 P	S.M.A.W. Intermediate	3
WL123 P	S.M.A.W. Advanced	3
WL124 P	S.M.A.W. Structural	3
WL125 P	S.M.A.W. Pipe I	3
WL126 P	S.M.A.W. Pipe II	3
WL131 P	Flux-Cored Arc Welding (F.C.A.W.)	3
WL141	Blueprint Reading and Drafting for Welders	3
WL201	Gas Metal Arc Welding (G.M.A.W.) Basic	3
WL211	Gas Tungsten Arc Welding	

	(G.T.A.W.) Basic	3
WL212 P	G.T.A.W. Advanced	3
WL213 P	G.T.A.W. Pipe	3
WL221	Quality Assurance/Quality Control	3
WL240 P	G.T.A.W. and G.M.A.W. Welding of Aluminum	3

General Education Courses

Requiring a Grade of C or Better

CT111	Critical Thinking in the Twenty-First Century	3
EH111	College Composition	3
HY101	Government	3
HY103	U.S. History 1865 to Present	3
MS113	Technical Mathematics	3
PY101	General Psychology	3

TOTAL CREDITS	69
TOTAL CONTACT HOURS	1171

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

It should be understood that the College does not guarantee employment in the welding field. A student's or graduate's background may disqualify him or her from employment in certain organizations or for certain positions.

SUBSTANCE ABUSE COUNSELING DIPLOMA

The objectives of the Substance Abuse Counseling program are to provide students with the knowledge and skills necessary to be effective and efficient in the Substance Abuse Counseling field. Substance Abuse Counselors work to provide support to individuals and groups entering and living the recovery process. These skills can be applied in a variety of settings including day programs, counseling programs, re-entry centers, detention facilities and hospitals.

The courses in this program are designed to meet the requirements necessary to qualify graduates to sit for the CADC (Certified Alcohol and Drug Counselor) examination. Please refer to Maine Statute 384c004 for complete details on CADC certification.

Program Goals and Learning Outcomes:

- Learn and apply theories of addiction, substance assessment, and counseling techniques.
- Practice an understanding of diversity and tolerance for others. Apply ethics and boundary considerations when working and interacting with people in substance abuse counseling.
- Gain counseling skills including motivational interviewing.
- Understand the neurobiology of addiction, family addiction dynamics, and special population considerations in substance abuse counseling.
- Demonstrate knowledge of group process, crisis intervention, trauma and recovery.

Career Preparation:

The Substance Abuse Counseling graduate performs in a variety of positions including but not limited to Substance Abuse Counselor, Certified Alcohol & Drug Counselor (CADC), Counselor Associate, Chemical Dependency Counselor, and Campus Aide.

Major Courses of Study

Requiring a Grade of C or Better

HS205	P	Group Process	3
HS207	P	Trauma, Sexual Abuse and Recovery	3
SA101		Introduction to Substance Abuse Counseling	3
SA102		Ethics and Boundaries in Substance Abuse Counseling	3
SA103		Motivational Interviewing	3
SA104		Multicultural Counseling in Substance Abuse	3
SA201	P	Addiction and the Family	3
SA202	P	Co-occurring Disorders	3
SA220	P	Substance Abuse Counseling Externship	

OR

HS204	P	Case Management	3
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General Education Courses

Requiring a Grade of C or Better

PY101		General Psychology	3
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Related Courses of Study

CS115		Introduction to Computer Concepts and Applications	3
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TOTAL CREDITS

33

TOTAL CONTACT HOURS

610

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

It should be understood that the College does not guarantee employment in the substance abuse counseling field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

Please note: certain organizations require background checks before a student can be authorized to attend an externship. The cost of the background check is the responsibility of the student. In addition, certain organizations require documentation of tuberculosis testing, completed by a health care provider, and the Hepatitis B vaccine series.

MEDICAL ASSISTING CERTIFICATE

The certificate program in Medical Assisting prepares competent entry-level medical assistants for technical, clinical and administrative positions in physicians' offices, hospitals and clinics. Medical Assistants are involved in both patient care and administrative areas of a medical practice. Graduates from this Medical Assisting program are eligible to sit for national certifying exams, provided they meet all eligibility criteria.

Program Goals and Learning Outcomes:

- Display professionalism working as a member of a team, prioritize and perform multiple tasks.
- Demonstrate ability to meet the highest legal and ethical standards of the profession.
- Exhibit communications skills, recognizing and respecting cultural diversity, adapt communications to an individual's ability to understand, recognize and respond effectively to verbal, nonverbal, and written communications, use medical terminology appropriately, provide instruction to individuals according to their needs.
- Perform administrative functions, apply legal concepts within legal and ethical boundaries.
- Practice fundamental clinical principles by applying aseptic technique and infection control; and complying with quality assurance practices. Actively participate in patient care by adhering to established patient screening procedures; obtaining patient history and vital signs; preparing and maintaining examination and treatment areas; preparing patients for examinations, procedures, and treatment; assisting with examinations, procedures, and treatment; preparing and administering medications and immunizations; maintaining medication and immunization records; recognizing and responding to emergencies; and coordinating patient care information with other health care providers.

Career Preparation: The Medical Assistant performs in a variety of positions including but not limited to Certified Medical Assistant, Medical Assistant, Medical Lab Assistant.

Major Courses of Study

Requiring a Grade of C+ or Better

MA101	P	Introduction to Medical Assisting	3
MA111	P	Medical Assisting I	3
MA112	P	Medical Assisting II	3
MA211	P	Medical Assisting III	3
MA212	P	Medical Assisting IV	3
MA213	P	Medical Assisting Certification Exam Review	1
MA220	P	Medical Assisting Externship	3
MO203		Medical Ethics and Law	3
MO217	P	Medical Administrative Procedures	3
ZO101		Medical Terminology	3
ZO201	P	Pharmacology	3

General Education Courses

Requiring a Grade of C+ or Better

ZO111	P	Human Anatomy and Physiology I	3
ZO112	P	Human Anatomy and Physiology II	3
ZO113	P	Human Anatomy and Physiology Lab I	1
ZO114	P	Human Anatomy and Physiology Lab II	1

TOTAL CREDITS	39
TOTAL CONTACT HOURS	870

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

Medical Assisting students are required to submit a Student Health Profile form and documentation of tuberculosis testing, completed by a health care provider, prior to sitting in MA101. The Hepatitis B vaccine series is required for students participating in Medical Assisting classes. The vaccine is available through clinics coordinated by the program director. For cost and information contact the program director.

Please note: certain medical facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend an externship. The cost of the background check and drug screen is the responsibility of the student. It should be understood that the College does not guarantee employment in the allied health field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

WELDING TECHNOLOGY CERTIFICATE

The Welding Technology Certificate program curriculum is designed to include courses in basic, intermediate, and advanced welding. The beginner courses offer training in basic welding techniques utilizing the shielded metal arc welding process. The intermediate and advanced curriculum offers training in advanced welding processes, pipefitting, and pipe welding processes utilizing the gas metal arc welding processes. Students will also take required classes in Flux-Cored Arc Welding and Blueprint Reading to prepare them for employment in several welding industries. Graduates of this program will find employment opportunities in a variety of manufacturing and construction industries, including but not limited to, bridge and building construction, metal fabrication, shipbuilding, power generation, petro-chemical industry, paper industry, and more.

Graduates of the Welding Technology program will have the opportunity to test for two nationally recognized AWS (American Welding Society) certifications: AWS - Structural Stick Certification and AWS - Flux Cored Certification.

Program Goals and Learning Outcomes:

- Become proficient in methods of welding including shielded metal arc, flux cored arc, gas metal arc welding; oxy acetylene cutting, and plasma arc cutting.
- Understand how to read a blueprint as it relates to welding.
- Gain knowledge of pipefitting techniques.
- Safely and effectively operate welding equipment.

Career Preparation:

The Welding Technology program prepares graduates for positions including but not limited to Welder, Steel Fabricator, Pipe Fitter, Quality Assurance/Control, Millwright, and Machine Repair.

Major Courses of Study

Requiring a Grade of C or Better

PF231	P	Pipefitting Fundamentals	3
PF232	P	Practical Pipefitting	3
WL121		Shielded Metal Arc Welding (S.M.A.W.) Basic	3
WL122	P	S.M.A.W. Intermediate	3
WL123	P	S.M.A.W. Advanced	3
WL124	P	S.M.A.W. Structural	3
WL125	P	S.M.A.W. Pipe I	3
WL126	P	S.M.A.W. Pipe II	3
WL131	P	Flux-Cored Arc Welding (F.C.A.W.)	3

WL141	Blueprint Reading and Drafting for Welders	3
WL201	Gas Metal Arc Welding (G.M.A.W.) Basic	3

General Education Courses

Requiring a Grade of C or Better

MS113	Technical Mathematics	3
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TOTAL CREDITS	36
TOTAL CONTACT HOURS	628

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

It should be understood that the College does not guarantee employment in the welding field. A student's or graduate's background may disqualify him or her from employment in certain organizations or for certain positions.

SUBSTANCE ABUSE COUNSELING DIPLOMA

The objectives of the Substance Abuse Counseling program are to provide students with the knowledge and skills necessary to be effective and efficient in the Substance Abuse Counseling field. Substance Abuse Counselors work to provide support to individuals and groups entering and living the recovery process. These skills can be applied in a variety of settings including day programs, counseling programs, re-entry centers, detention facilities and hospitals.

The courses in this program are designed to meet the requirements necessary to qualify graduates to sit for the CADC (Certified Alcohol and Drug Counselor) examination. Please refer to Maine Statute 384c004 for complete details on CADC certification.

Program Goals and Learning Outcomes:

- Learn and apply theories of addiction, substance assessment, and counseling techniques.
- Practice an understanding of diversity and tolerance for others. Apply ethics and boundary considerations when working and interacting with people in substance abuse counseling.
- Gain counseling skills including motivational interviewing.
- Understand the neurobiology of addiction, family addiction dynamics, and special population considerations in substance abuse counseling.
- Demonstrate knowledge of group process, crisis intervention, trauma and recovery.

Career Preparation:

The Substance Abuse Counseling graduate performs in a variety of positions including but not limited to Substance Abuse Counselor, Certified Alcohol & Drug Counselor (CADC), Counselor Associate, Chemical Dependency Counselor, and Campus Aide.

Major Courses of Study

Requiring a Grade of C or Better

HS205	P	Group Process	3
HS207	P	Trauma, Sexual Abuse and Recovery	3
SA101		Introduction to Substance Abuse Counseling	3
SA102		Ethics and Boundaries in Substance Abuse Counseling	3
SA103		Motivational Interviewing	3
SA104		Multicultural Counseling in Substance Abuse	3
SA201	P	Addiction and the Family	3
SA202	P	Co-occurring Disorders	3
SA220	P	Substance Abuse Counseling Externship	

OR

HS204	P	Case Management	3
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General Education Courses

Requiring a Grade of C or Better

PY101		General Psychology	3
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Related Courses of Study

CS115		Introduction to Computer Concepts and Applications	3
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TOTAL CREDITS

33

TOTAL CONTACT HOURS

610

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on pages 28-43 for more information. P-Please refer to course descriptions for all required prerequisites for this course.

It should be understood that the College does not guarantee employment in the substance abuse counseling field. A student's or graduate's background may disqualify him or her from employment or for an externship placement in certain organizations or for certain positions.

Please note: certain organizations require background checks before a student can be authorized to attend an externship. The cost of the background check is the responsibility of the student. In addition, certain organizations require documentation of tuberculosis testing, completed by a health care provider, and the Hepatitis B vaccine series.

COURSE DESCRIPTIONS

AC111 Principles of Accounting I

3 Credit Hours

Principles of Accounting I introduces the student to the principles and practices of accounting and its interrelationship with other aspects of the business world. Emphasis is placed on the functional approach as well as the analytical approach to business transactions utilized in the development of financial statement presentation. This course covers the business cycles of sole proprietorship and merchandising companies. (45 Classroom Contact Hours) **Prerequisite: MS101 or MS110**

AC112 Principles of Accounting II

3 Credit Hours

As a continuation of AC111, this course introduces the student to the many different forms of business organization (sole proprietorship, partnership and corporation) and the accounting problems identified with these different forms. The student is also provided with opportunities to analyze inventory, study fixed asset depreciation and prepare statements of cash flow. (45 Classroom Contact Hours) **Prerequisite: AC111**

AC115 Computerized Accounting

2 Credit Hours

This course will provide the student with a working knowledge of a computerized double-entry accounting system. The student will serve as a practicing accountant for a simulated retail company and handle all business transactions from journalizing to the preparation of financial statements. (23 Classroom, 22 Lab Contact Hours) For the 2018-2019 academic year, QuickBooks Pro is used. Course fee. **Prerequisite: AC111**

AC201 Intermediate Accounting I

3 Credit Hours

Intermediate Accounting I is a continuation of the study of accounting principles and practices. The contents of the balance sheet and its relationship to the income statement are studied in-depth. Publications of the Financial Accounting Standards Board as they relate to the valuation of assets and the presentation of liabilities are introduced. (45 Classroom Contact Hours) **Prerequisite: AC112**

AC202 Intermediate Accounting II

3 Credit Hours

Intermediate Accounting II, an in-depth study of business financing alternatives, is presented with emphasis on bonds, stocks and leases and their presentation on the balance sheet. Analytical tools for the measurement of accounting data are introduced as well as a study of the statement of cash flows. (45 Classroom Contact Hours) **Prerequisite: AC112 and AC201**

AC203 Managerial Accounting

3 Credit Hours

This course introduces the student to the use of, rather than the construction of, accounting records and financial statements from the internal standpoint. The topics covered encompass analysis and interpretation of financial data, cost-volume profit changes, ratios, trends, budgets, decision-making and product costing. (45 Classroom Contact Hours) **Prerequisite: AC112**

AC207 Computerized Accounting II

2 Credit Hours

This course continues to develop the skills learned in Computerized Accounting. It focuses on the independent handling of transactions related to selling, buying, inventory, sales tax, and banking. The student will further their knowledge of preparing financial statements, as well as handling payroll, petty cash, and special entries. (23 Classroom, 22 Lab Contact Hours) Course fee. **Prerequisite: AC115**

AC210 Federal Taxes I

3 Credit Hours

This course introduces the student to the IRS Tax Code. It covers the basic 1040 form and various schedules essential to its completion. Course content includes such topics as tax determination, gross income inclusions and exclusions, self-employment and itemized deductions. Tax publications are used to assist the student in researching tax problems and completing tax forms. Course fee. (45 Classroom Contact Hours) **Prerequisite: AC112**

AD220 Administrative Management Externship

3 Credit Hours

This course provides supervised field experience in an approved business, service or professional office. At the site, the student is required to complete a minimum of 160 hours using previously learned skills and knowledge in performing a variety of tasks. Course fee. (160 Practicum Contact Hours) **Prerequisite: Completion of 60 credit hours.**

BA100 Introduction to Business*3 Credit Hours*

The Introduction to Business course familiarizes students with what a business is, how it operates, and how it is managed. This basic course includes discussions of the economic setting of business, the structure of business, business finances, management, ethical and social responsibilities, marketing, and physical distribution of goods and services. The information from this course acts as a foundation for more specialized courses in business. Students will utilize their critical thinking and problem solving skills with realistic business problems they will likely encounter in their professional lives. *(45 Classroom Contact Hours)*

BA101 Business Law I*3 Credit Hours*

The objective of this course is to provide the student with an overview of law as it applies to business. The course will explain the basics of the legal system and legal process. The student will gain an in-depth understanding of the fundamentals of contract law and learn how to apply these concepts to particular situations. The student will then learn how the fundamentals of contract law can assist in understanding other aspects of business law. *(45 Classroom Contact Hours)*

BA105 Human Resource Management*3 Credit Hours*

The purpose of this course is to provide the student with a foundation in current practices relating to the utilization and management of human resources. It covers such topics as recruiting, job interviewing, personnel testing, compensation and benefits, equal employment opportunity, affirmative action, job design and analysis, training and development, performance appraisals and labor relations. *(45 Classroom Contact Hours)*

BA110 Motivational Interviewing for the Business Professional*3 Credit Hours*

This course is designed to introduce the student to Motivational Interviewing (MI) techniques, and application of these techniques in a variety of business settings. Focus will be on understanding the core concepts of theories of change and Motivational Interviewing, and learning the specific interviewing skills associated with MI. Students will learn how to utilize the MI skills in domains such as employee engagement, coaching employees in areas of job performance, and in dealing with difficult employee challenges. *(45 Classroom Contact Hours)*

BA205 Organizational Behavior*3 Credit Hours*

In this course, the student will study the individual, the group, and the organizational system with a focus on their independent and cooperative behaviors in the workplace. A wide range of issues will be examined including attitudes, emotions, values, perceptions, decision making and motivation. Communication, leadership, teamwork, power, politics, conflict, and negotiation are also studied. Additionally, differences in organizational culture, change, and stress management are explored. *(45 Classroom Contact Hours)* **Prerequisite: Any 100 level BA course**

BA208 Business Management*3 Credit Hours*

This course is designed to provide students with the skills necessary to become effective supervisors and managers utilizing the five functions of management, which are planning, organizing, staffing, leading, and controlling. Topics include decision making and problem solving, communication and motivation, appraising and disciplining employees. *(45 Classroom Contact Hours)*

BA209 Management Communications*3 Credit Hours*

Communication technologies are reshaping how managers communicate in the workplace. With a focus on the skills and strategies needed to reflect current business practices in the 21st century, this course examines all the tools necessary to successfully navigate through the complexity of today's business communication environment. Emphasis is placed on listening and on a strong workplace orientation, building critical skills in both oral and written communication, from memos and letter writing to research proposals, presentations and reports. The construction of multi-media presentations, e-mails, job applications, resumes and cover letters, interviewing, and telephone technique are also covered. Case studies provide the student with an opportunity to participate in decisions managers have had to make on a variety of issues/problems and the effect that listening, relationship, and communication had on these outcomes. *(45 Classroom Contact Hours)*

BA210 Ethics in Business*3 Credit Hours*

This course further develops the application of ethical behavior in a business environment. Through the use of case studies and analysis, the course explores and prepares the student for the

professional work place and illustrates and relates how a corporation's code of ethics transfers to day-to-day, operational decision making. A global emphasis also allows students to see the impact of ethical decisions from a global perspective. Topics include the ethics of human conduct, decision making, morality, behavior, equality, human rights, legal aspects, and the environment. (45 Classroom Contact Hours)

CS115 Introduction to Computer Concepts and Applications 3 Credit Hours

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and the use of software applications for working with word documents, spreadsheets, databases and presentations. Course fee. (45 Classroom Contact Hours)

CS207 Advanced Word Processing 2 Credit Hours

This course is designed to aid the student in developing a mastery of the word processing tools in the *Microsoft® Word* program. Hands-on exercises combined with class lecture aid the student in developing advanced word processing skills. Topics covered in the course include the use of styles, macros, graphics, mail merge, templates, workgroup collaboration and long document processing. Course fee. **Prerequisite: CS115**

CT111 Critical Thinking in the Twenty-First Century 3 Credit Hours

This course introduces the student to the principles of critical thinking and provides practice in applying these principles to everyday decision making. The student will learn to distinguish between rational thoughts and feelings, evaluate arguments, identify assumptions, examine evidence, clarify by asking questions, systematically analyze arguments and viewpoints, as well as make reasonable judgments. (45 Classroom Contact Hours)

EC201 Microeconomics 3 Credit Hours

This course will introduce students to the principles of economics including specific economic issues that affect individuals and groups of individuals and how they make choices. Students will learn to understand and apply the economic perspective, to reason accurately and objectively about economic matters, and how their actions affect the people around them. Emphasis will be placed on personal and business decisions regarding price, how determinations regarding goods and services are made, and how these choices influence decision making. Topics include the mechanics of supply and demand, market equilibrium, elasticity, competition, monopoly, income inequality, opportunity costs, scarcity, cost-benefits, and comparative advantage. (45 Classroom Contact Hours)

EC202 Macroeconomics 3 Credit Hours

This course introduces students to the concepts and tools of macroeconomic theory and looks at the economy from a broader perspective by evaluating its overall performance. Students will learn about the market system including circular flow, limits, alternatives and choices, how people get the things they want and need, analysis of how these things are distributed, and the economy of the aggregate. The performance of the economy as a whole will be evaluated, exposing students to the principles of macroeconomics including business cycles and different monetary approaches. Topics include growth and productivity, the evolution of real wages, capital formation, policy stabilization, labor markets, fiscal policy, exchange rates and globalization. (45 Classroom Contact Hours)

EH102 Speech 3 Credit Hours

This basic speech course is designed to present the principles and basic skills for effective speaking and to provide an appreciation of the values and uses of spoken communication. Students will learn to present informative and demonstration speeches, and speeches for special occasions. (45 Classroom Contact Hours)

EH111 College Composition 3 Credit Hours

This course introduces the essentials of prose writing, generation of ideas, organization and the writing process. Grammatical accuracy, sentence structure and use of supporting details are stressed. Students practice these concepts first by reading and analyzing prose models and then by writing paragraphs and translating to longer essay themes of various lengths using the following strategies: narration, description, definition, process, divide and classify, cause and effect, compare and contrast, and argument. A research paper demonstrating proper referencing and documentation is also included. (45 Classroom Contact Hours) **Computer or keyboarding skills recommended.**

EH113 Narrative & Descriptive Writing

3 Credit Hours

This course will provide students with opportunities to hone their descriptive and analytical writing skills. Emphasis will be placed on concreteness of observation and clarity of expression as students work to translate their impressions of an incident, scene, or media artifact into the written word. In addition to the assigned papers, students will be responsible for maintaining a journal containing their observations and descriptions of episodes from television, film or real life. (45 Classroom Contact Hours) **Computer or keyboarding skills are recommended.**

EX220 Externship Alternative

3 Credit Hours

This course is an alternative study project for students who need to repeat a regular externship. The project will be determined by the program director and will include a service learning component. Course fee. (160 Practicum Contact Hours) **Requires approval by the AAC and Program Advisor.**

HI101 Introduction to Health Information Technology

3 Credit Hours

This course is designed to introduce students to the principles of health information technology. The development, content and management of the medical record will be explored as well as a basic overview of the healthcare delivery system. Emphasis is placed on hospital and medical staff organization; patient record content; procedures in filing; numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic health record. (45 Classroom Contact Hours) **Student Health Profile form, Tuberculosis testing, and Hepatitis B vaccine series must be completed prior to sitting in class.**

HI103 Fundamentals of Law for Health Information Management

3 Credit Hours

This course introduces general legal principles, confidentiality, ethics, healthcare legislation, and regulations related to the maintenance, use and disclosure of health information. The course also addresses documentation standards, risk management, and utilization review in various healthcare settings. Course fee: AHIMA Membership Fee. (45 Classroom Contact Hours) **Prerequisite: HI101**

HI208 Evaluation and Management Coding

1 Credit Hours

This course presents an in-depth study of the Evaluation and Management section of the CPT coding system. It is based on knowledge of key definitions required in Evaluation and Management coding. With a focus on auditing documentation and validating code selection, the course includes discussion of categories of service, modifier usage, and payment methodologies. (15 Classroom Contact Hours) **Prerequisite: MO212**

HI209 Health Information Organization and Supervision

3 Credit Hours

This course examines leadership and organizational behavior through a logical analysis of individuals, group leadership and management techniques. This course is designed to enrich healthcare organizations, staff members' and healthcare professionals' development, and understanding of diverse patient populations and healthcare organizational environment. Students will also develop a basic knowledge and understanding of the major theories and principles, as well as legal and ethical issues contributing to effective organizational leadership and management to attain organizational performance. (45 Classroom Contact Hours)

HI214 Health Care Data Analysis & Statistics

3 Credit Hours

This course covers the basic principles of compiling and computing statistics for health care facilities. It includes an introduction to health care data, indexes, registries and their correlation with compiling statistics. The calculation of rates and percentages used by health care facilities, including DHHS and PPS rules and regulations, will be emphasized. Manual and automatic techniques of maintaining data will be discussed along with data display techniques. (45 Classroom Contact Hours) **Prerequisite: MS110**

HI215 Health Care Reimbursement Methodologies

3 Credit Hours

This course is a study of Prospective Payment Systems (PPS) and other reimbursement methodologies: Inpatients Diagnostic Related Groups (DRG's), ambulatory patients, Ambulatory Payment Classification (APC) and the Outpatient Prospective Payment Classification System (OPPS), skilled nursing facilities Resource Utilization Groups, version III (RUG-III), home health Home Health Reimbursement Groups (HHRG) and inpatient rehabilitation facilities (IRF) Minimum Data Set for Post Acute Care (MDS-PAC). (45 Classroom Contact Hours)

HI217 ICD-10-CM Coding

3 Credit Hours

This course will introduce the student to the professional standards for coding and reporting of diagnostic inpatient and outpatient services. The student will apply knowledge of current ICD-10-CM guidelines to assign and sequence the correct diagnosis, and select the appropriate principal diagnosis for episodes of care. (45 Classroom Contact Hours) **Prerequisite: MO212**

HI219 ICD-10-PCS Coding

3 Credit Hours

This course will introduce the student to the professional standards for coding and reporting of inpatient procedure services. The student will apply knowledge of ICD-10-PCS definitions and coding guidelines of all seven characters: section, body system, root operation, body part, approach, device and qualifiers. (45 Classroom Contact Hours) **Prerequisite: HI217**

HI220 Externship in Health Information Technology

3 Credit Hours

This course provides supervised field experience in an approved clinical setting. At the site, the student is required to complete a minimum of 160 hours applying the skills and knowledge of the program. Students will reinforce learning experiences obtained through classroom presentations, projects and laboratory exercises, make the transition from theory to practice under the supervision of experienced practitioners, observe employee relationships, interact with professionals in the healthcare field, and apply the principles of Health Information Technology. Course fee. (160 Practicum Contact Hours) **Prerequisite: Immunization documentation, completion of 60 credit hours (including major courses of study).**

HR202 Compensation and Payroll

3 Credit Hours

Across various industries, human resource professionals work to organize and analyze aspects of employment that deal with elements of compensation provided by an employer to its employees for work performance. Social and economic realities are forcing companies to rethink how people are paid and the impact it makes on business. This course examines the strategic choices in managing compensation in the context of current theory, research, and real-business practices, along with both new developments as well as established approaches to compensation decisions. (45 Classroom Contact Hours)

HR203 Employee Benefits

3 Credit Hours

Employee benefits (compensation other than hourly wage, salary, or incentive payments) are an increasingly important element of employee compensation packages, and one that gives employers a competitive edge in attracting and retaining the best qualified employees. However, issues related to employee benefits are not always well understood, perhaps due in part because of the vast array of regulations that govern employee benefits practices. This course promotes a better understanding of real-life employee benefits practices. This relevancy will hold enormous value to those students who plan to be human resource professionals. (45 Classroom Contact Hours)

HR204 Employee Training & Development

3 Credit Hours

This course addresses issues surrounding innovative training and development practices to assist a company in building a workforce that is dynamic, creative, possesses current skills, and can quickly and efficiently learn new skills to meet the ongoing challenges of a competitive marketplace. Students will strike a balance between research and real company practices by learning the fundamentals of training and development such as needs assessment, transfer of training, learning environment design, methods, and evaluation. Additionally, relevant examples of the most up-to-date developments in training, including the strategic use of new technologies are discussed and analyzed. (45 Classroom Contact Hours)

HR210 Employment Law

3 Credit Hours

This course addresses law and employment decisions from a managerial perspective, explores the legal environment in which businesses operate and studies the interaction between the legal system and business. It is intended to inform students on how to manage effectively and efficiently with an understanding of the legal ramifications of their decisions. Students are shown how to analyze employment law using concrete examples of management-related legal dilemmas. The methods of arriving at resolutions are emphasized, so the student can reach sound and principled decisions based on the legal considerations required by law. (45 Classroom Contact Hours)

HR221 Human Resource Management Externship

3 Credit Hours

This course is designed to provide students with significant experience in human resource management. The externship provides students with an opportunity to apply their educational

background to HR management issues confronted by cooperating firms. At the site, students are required to complete a minimum of 160 hours using previously learned skills and knowledge in performing a variety of duties and functions. Course fee. (160 Practicum Contact Hours)
Prerequisites: Completion of 60 credits (business and human resource courses must be included).

HS103 Psychosocial Rehabilitation

3 Credit Hours

This course will examine a model of psychosocial rehabilitation as an essential principle of all behavioral health care. The application of psychosocial rehabilitation techniques as applied to client services will be explored. (45 Classroom Contact Hours) **Prerequisite: SA101 and PY101**

HS113 Vocational Rehabilitation

3 Credit Hours

This course will introduce the student to those in our communities who present with physical, cognitive and mental health challenges. The student will learn the history and focus of rehabilitation for this special population and the contributions they make to our lives as they live and work in our communities. Students will learn how to assist them in their decision making skills, develop case work strategies for working with their families, and learn the resources in their communities while developing working relationships with other professionals. (45 Classroom Contact Hours)

HS114 Crisis Identification and Resolution

3 Credit Hours

The student is instructed in specialized engagement techniques and modalities to human service work in crisis situations. Students will be able to define crisis situations, consider ethical and legal issues related to the practice of crisis work, and learn the components of sound ethical decision making. The student will be exposed to an array of crisis programs and modalities used by local providers, striving towards best practice in crisis related work. Students will be introduced to a variety of crisis strategies and techniques to use in crisis situations. Students will be expected to understand and apply techniques through the process of in-class role plays. (45 Classroom Contact Hours)

HS201 Interviewing and Counseling

3 Credit Hours

This course will examine the techniques of effective interviewing skills and reporting requirements during client interviews. Current research and theory in learning and motivation will be examined and students will participate in field-based scenarios that will demonstrate effective interviewing techniques. (45 Classroom Contact Hours) **Prerequisite: Any 100 level HS course**

HS204 Case Management

3 Credit Hours

This course introduces students to the fundamentals of case management. Students will review different models of case management and learn about case management functions including outreach, engagement, assessment, planning, assessing resources, coordination and disengagement. (45 Classroom Contact Hours) **Prerequisite: Any 100 level HS course**

HS205 Group Process

3 Credit Hours

This course introduces the students to the basic concepts of group dynamics and group work in the behavioral health field. Students will study topics on leadership, group dynamics, group theory, ethics, diversity in groups and group development. The student will receive an understanding of how and why clients socially construct and maintain social relationships. (45 Classroom Contact Hours)
Prerequisite: Any 100 level HS or SA course

HS207 Trauma, Sexual Abuse and Recovery

3 Credit Hours

This course introduces the students to the fundamentals of child sexual abuse and traumatic stress disorders. The student will learn the fundamentals of how trauma affects an individual, signs and symptoms of trauma reactions, and will learn the appropriate treatment options for the individual. (45 Classroom Contact Hours) **Prerequisite: Any 100 level HS or SA course**

HY101 Government

3 Credit Hours

This course is designed to further the student's understanding of modern-day government at the federal level. The objective is to instill an awareness of the importance of effective participation in government by its citizens. (45 Classroom Contact Hours)

HY103 U.S. History 1865 to the Present

3 Credit Hours

This course explores the major social and cultural trends, demographic and economic shifts, and international alliances, frictions, and conflicts that have characterized the American experience since the Civil War. By tracking critical themes like race, politics, technology, environment, and

religion, students will learn to think historically, read critically, and model effective approaches to research, writing, and civic engagement for a digital age. (45 Classroom Contact Hours)

IT101 Introduction to Information Technology

3 Credit Hours

This course introduces a wide variety of concepts encountered in real-world IT work and provides an overview of computer organization and hardware, Windows and Linux operating systems, system administration duties, scripting, computer networks, and computer security. It also gives students insight on IT-related careers such as network and web administration, computer forensics, web development, and software engineering. The course addresses concepts essential to all IT professionals to include operating systems and hardware to information security and computer ethics. Course Fee. (40 Classroom and 15 Lab Contact Hours)

IT105 Microsoft Client Operating Systems

3 Credit Hours

This course covers the installation, configuration, and maintenance of Microsoft Windows. The operating systems utilized in this course include various current versions of Microsoft Windows operating systems. Other topics covered in this course shall include Windows desktop deployment, Windows desktop restrictions, Active Directory installation, group policies, and networking in peer to peer and client server environments. Course Fee. (40 Classroom and 15 Lab Contact Hours)

Prerequisite: IT101

IT110 Network Fundamentals

3 Credit Hours

This course first introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. The course will prepare the student to select the best network design, hardware, and software for the environment. Students will also have the skills to build a network from scratch and maintain, upgrade, and troubleshoot an existing network. Emphasis will be placed on lab experience performing basic cabling and setting up patch panels. Course Fee. (40 Classroom and 15 Lab Contact Hours) **Prerequisite: IT101**

IT120 Linux Systems Administration

3 Credit Hours

Introduces the UNIX/Linux family of operating systems. Basic commands, utilities, system structures, scripting and tools are explored. Elements of system administration are presented. This general overview of the UNIX and Linux operating systems will include topics such as the UNIX user environment, commands, file system, processes, and utilities, as well as UNIX history and philosophy. Specific emphasis will be given to the bash shell and user environment. Course Fee. (40 Classroom and 15 Lab Contact Hours) **Prerequisite: IT101**

IT125 Routing and Switching Fundamentals

3 Credit Hours

This course is a study of Routing and Switching fundamentals, and how the Internet is integrated into the computing environment to enable organizations to share resources, collaborate, and meet organizational goals. The networking essentials and the creation of simple Local Area Networks (LANs) introduced in IT110 Network Fundamentals, are expanded upon to incorporate the linking of these simple networks to each other and to the Internet, to create an internetwork. Routing and Switching devices such as switches and routers will be examined in great detail. Students will focus on techniques to analyze, plan, and manage an enterprise network. In support of these techniques, lab activities will include subnetting, packet-sniffing, and switch and router configuration. A focus will also be placed on Firewall security, Network Address Translation, Access Control Lists, VLAN Design, and Intra-VLAN communication through a layer 3 device. Course Fee. (40 Classroom and 15 Lab Contact Hours) **Prerequisite: IT110**

IT130 Windows Server and Active Directory Fundamentals

3 Credit Hours

This course is an introduction to network operating systems with an emphasis on the management of network objects, e.g. users, groups, shared folders, and other shared network resources. Other topics to be covered in this course shall include group policies, physical and logical network topologies, network media, and network distribution devices. The operating systems utilized in this course include various current versions of Microsoft Windows server and client operating systems. An emphasis will be placed on setting up group policy preferences and NTFS permission. Course Fee. (40 Classroom and 15 Lab Contact Hours) **Prerequisite: IT105**

IT215 Virtualization Fundamentals

3 Credit Hours

This course focuses on concepts surrounding virtualization with emphasis on Server Virtualization. Virtualization is abstracting hardware from operating systems. Technology, procedures, and methods of implementation will be examined. Subsections will include managing CPU's, memory, storage, and other peripherals. Emphasis will be placed on setting up both esxi and Hyper-V servers, installing virtual machines, and going over virtual network switches. This course will also cover desktop level virtualization. Course Fee. (40 Classroom and 15 Lab Contact Hours) **Prerequisite:** IT105, IT110 and IT130

IT220 Database Fundamentals

3 Credit Hours

This course covers relational databases and systems commonly used in Information Technology. Topics include creating, query usage, and maintaining a database; reports, forms, and creating menu driven applications. Other topics include server-side systems commonly used in the Information Technology industry. This course will utilize working in groups to emphasize how to plan, create, and implement a project in the business setting. Emphasis will be placed on basic database best practices when it comes to design. Course Fee. (40 Classroom and 15 Lab Contact Hours) **Prerequisite:** IT101

IT225 Network Security

3 Credit Hours

This course provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course also covers topics in network security, including psychological approaches to social engineering attacks, web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security. Course Fee. (40 Classroom and 15 Lab Contact Hours) **Prerequisite:** IT 110

IT230 Introduction to Website Development

3 Credit Hours

The purpose of this course is to provide students with an understanding of basic Web design and Web authoring skills in addition to the technical expertise required for creating and publishing of standards compliant HTML documents. The course will cover browser/server interaction, directory management, and Web page design and development. Attention will be directed toward the impact a designer's choices have on communication, understanding, and accessibility. Students will design, develop, test, evaluate, and apply evaluation data to their project website. Course Fee. (40 Classroom and 15 Lab Contact Hours)

IT235 Web Application Development

3 Credit Hours

This course introduces students to web application servers and their integration with databases. An introduction into relational databases will be explored as well as an explanation of basic SQL language and functions. An overview of server applications such as ASP, PHP and Perl will be presented. Students will cover a variety of topics including connecting to data sources, retrieving and inserting data, designing dynamic tables from a data source, password & security issues, database search forms and ecommerce applications. Students are expected to have a thorough knowledge of HTML and experience authoring in an HTML editor. Course Fee. (40 Classroom and 15 Lab Contact Hours) **Prerequisite:** IT220 and IT230.

IT245 Information Technology Externship

3 Credit Hours

The externship is a capstone experience for Information Technology majors and is intended to integrate practical work experience with the cumulative knowledge and skills obtained during a student's education. It is expected that students will develop personal, professional and additional academic competencies during the externship. In order to accomplish this, students will need to go beyond the common experiences of a normal employee. Study, reasoning, reflection and theoretical/conceptual exploration will be required for students to develop new skills and knowledge to get the most of the internship experience. (The externship will total, at a minimum, 140 hours.) **Prerequisite:** Completion of the Information Technology program or Advisor permission.

LE101 Introduction to Criminal Justice

3 Credit Hours

The student will examine the role and function of traditional and conservation law enforcement agencies in a strictly controlled and political structure. The student will learn appropriate professional behavior and relevant techniques in dealing with the community, other law enforcement agencies and the media. Students will also examine the various agencies in the criminal justice system from a social, historical and administrative point of view. Course fee. (45 Classroom Contact Hours)

LE104 Professional Law Enforcement Ethics

3 Credit Hours

This course will provide a detailed study of ethical theories and their application to real-life situations facing the law enforcement officer. This course will provide the student with a better understanding of the moral and ethical dilemmas confronting the law enforcement officer and how to develop techniques in dealing with these dilemmas. (45 Classroom Contact Hours)

LE111 Technical Writing for Law Enforcement Officers

3 Credit Hours

This course is designed to introduce the student to the many reports that are required of a law enforcement officer and how to properly draft them. The student will draft arrest reports, search warrants, criminal complaints, daily activity reports and other technical reports required by the law enforcement officer. This course will use sample report forms used by the Maine Criminal Justice System. Course fee. (45 Classroom Contact Hours)

LE112 Rules of Evidence

3 Credit Hours

The knowledge of the rules of evidence is essential to the proper presentation of testimony in court by a law enforcement officer. The officer must be able to present facts to a judge or jury in a manner that conforms to evidentiary rules. The student will be exposed to the three categories of evidence: direct evidence, circumstantial evidence and demonstrative evidence. (45 Classroom Contact Hours)

LE117 Law Enforcement Physical Conditioning and Self-Defense Tactics

2 Credit Hours

This course will provide instruction in physical conditioning, nutrition and wellness. The student will follow an individualized physical conditioning plan designed to prepare the student to take the State of Maine Law Enforcement Officers Physical Fitness Test. The student will also receive instruction and will have to demonstrate proficiency in self-defense tactics and physical restraint and control techniques, including handcuffing. Course fee. (15 Classroom, 30 Lab Contact Hours)

LE118 Law Enforcement Physical Conditioning and Self-Defense Tactics II

2 Credit Hours

This course will be a continuation of LE117. The student will continue to increase their level of physical fitness and will receive additional training in nutrition and wellness concepts for the law enforcement officer. The student will follow their individualized physical conditioning plan designed to prepare the student to take the State of Maine Law Enforcement Officers Physical Fitness Test. The student will also receive advanced instruction in self-defense tactics, compliance, and control and handcuffing techniques. Course fee. (15 Classroom, 30 Lab Contact Hours) **Prerequisite:** LE117

LE216 Advanced Police Patrol Procedures

3 Credit Hours

This course is a continuation of the patrol procedures courses. Students will further develop their skills in effectively performing field criminal investigations, interviewing and interrogation, collecting forensic evidence, and report writing. This course will also cover motor vehicle stops, self-defense, handcuffing techniques and firearms familiarization training. (45 Classroom Contact Hours) **Prerequisite:** LE223 and LE224

LE221 Community Oriented Policing

3 Credit Hours

This course will examine the history of community oriented policing and look at the major community initiatives that have to be undertaken to reduce social issues in communities. This course will look at developing and implementing diverse strategies and tactics that are essential to professional law enforcement agencies and personnel in today's challenging societal frameworks. Students will analyze historical and current community policing models through problem-solving and critical thinking techniques. The student utilizing a group process model will assist law enforcement agencies in the development of new community policing models that could be adopted by area law enforcement agencies. (45 Classroom Contact Hours) **Prerequisite:** LE101 and LE224.

LE223 Criminal Investigations and Forensics

3 Credit Hours

This course will introduce students to the basic concepts and procedures related to the collection, handling, examination and classification of physical evidence. The course will involve crime scene processing and sketching, and preparing evidentiary items for trial. The student, upon presentation of simulated crime scenes, will be required to investigate the situation and to submit reports in both written and oral formats. Course fee. (45 Classroom Contact Hours)

LE224 Police Patrol Procedures and Field Training

3 Credit Hours

Students will examine appropriate investigative strategies, interrogation and arrest procedures, the limits of police authority and discretion and the effective use of law enforcement resources as they relate to the role of traditional law enforcement. This course includes a hands-on field training experience. The student will apply knowledge to simulated situations in the field. The simulations will mirror activities which traditional law enforcement officers would encounter during day-to-day functions. Course fee. (45 Classroom) **Prerequisite: LE101 and LE223**

LE225 Corrections in Criminal Justice

3 Credit Hours

This course will examine the essential role of corrections in the criminal justice system. The course covers the history and evolution of American corrections, the levels of corrections and facilities, sentencing laws and guidelines, modern day parole and probation, the history and status of the death penalty in America. (45 Classroom Contact Hours)

LE226 Criminal Justice Externship

3 Credit Hours

This course is a field experience in an approved law enforcement agency, private security agency, or a Federal or State administrative enforcement agency affiliated with the law enforcement program. The student is required to complete 160 hours at the approved site. This course affords the student an opportunity to apply learned skills and knowledge in a law enforcement setting under professional supervision. As an alternative, a student may opt to participate in and complete the Maine Criminal Justice Academy Pre-Service Phase I and II training. (160 Practicum Contact Hours) **Prerequisite: 45 credits completed including LE216.**

MA101 Introduction to Medical Assisting

3 Credit Hours

This course is designed to introduce the Medical Assisting student to the concepts of professionalism, communication, workplace dynamics and confidentiality. The history of the profession, credentialing, supervising employees, and working with both patients and other allied health professionals will be discussed. Students will job shadow a medical assistant on the job. Students will also get CPR and First Aid Certification. Course Fee. (45 Classroom Contact Hours) **Prerequisite: Student Health Profile form and Tuberculosis testing must be completed prior to sitting in class. Hepatitis B vaccine series is recommended.**

MA111 Medical Assisting I

3 Credit Hours

This course presents the student with basic clinical and laboratory procedures most often performed in a medical office. Vital signs, heights and weights, draping, examination positions, urinalysis, OB-GYN, and pediatric examination are covered in practical application. In the laboratory, hands-on skills are developed; universal precautions and quality control are emphasized. OSHA guidelines and CLIA regulations are introduced. Course fee. (32 Classroom, 48 Lab Contact Hours) **Prerequisite: MA101 and MO217, documentation of Healthcare Provider CPR and First Aid, 13 credits toward graduation and a GPA of 2.22**

MA112 Medical Assisting II

3 Credit Hours

In this course, the student continues hands-on clinical and laboratory skills, including venipunctures, capillary punctures, complete blood counts, blood chemistry, coagulation and immunological testing. Assisting with various medical exams are covered in both practical application and theory. Students demonstrate to a patient how to use and maintain a glucose monitoring device. Eye testing and hearing testing are also included. OSHA guidelines and CLIA regulations are reviewed. Standard precautions and quality control continue to be practiced. Course fee. (32 Classroom, 48 Lab Contact Hours) **Prerequisite: MA111 and a GPA of 2.22**

MA211 Medical Assisting III

3 Credit Hours

This course provides the theory and practical application of drug administration (including injections). Dosage calculations, charting, immunizations, schedules for pediatrics and controlled substances will be taught in both theory and practical application. Also included is medical microbiology where the student is introduced to the most common infectious microbes. It includes infection and quality control, specimen collection and the laboratory techniques and materials used to isolate and identify certain bacteria, parasites and fungi. Course fee. (32 Classroom, 48 Lab Contact Hours) **Prerequisites: MA112 and a GPA of 2.22**

MA212 Medical Assisting IV

3 Credit Hours

This course provides the student with the theory and practical application of electrocardiograms, Holter monitors, pulmonary function test, pulse oximetry, and metered dose inhalers. Minor surgery includes sterile technique, autoclaving, assisting with surgical procedures and identifying surgical instruments. Nutrition and gastroenterology are also included. Course fee. (32 Classroom, 48 Lab Contact Hours) **Prerequisites: MA211, and a GPA of 2.22**

MA213 Medical Assisting Certification Exam Review

1 Credit Hour

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. (15 Classroom Contact Hours) **Prerequisites: MA212 and MO203.**

MA220 Medical Assisting Externship

3 Credit Hours

This course is a field experience without remuneration in an approved medical facility affiliated with the medical assisting program. The student is required to complete 160 hours assisting both clinical and administrative areas. It gives the student an opportunity to apply learned skills and knowledge in a health care setting under professional supervision. Course fee. (160 Practicum Contact Hours) **Prerequisite: Immunization documentation, completion of 60 credits including MA212, MO203, and MO217, and a GPA of 2.22**

MK101 Superior Customer Service

3 Credit Hours

In this course, the student will learn the importance of front line resourcefulness in providing superior customer service. Students will develop the skills necessary in understanding the customer, dealing with the angry customer, processing complaints in a positive manner, and the practical aspects of building customer relationships through total quality service. (45 Classroom Contact Hours)

MO203 Medical Ethics and Law

3 Credit Hours

In this course, the student will develop an understanding of legal standards, medical ethics and bioethics. Treating patients with sensitivity and understanding, professional conduct and confidentiality will be emphasized. (45 Classroom Contact Hours)

MO204 CPT Coding

3 Credit Hours

This course is designed to provide students with an understanding of CPT coding guidelines, format, and notes to locate and correctly sequence codes for all services and procedures performed during an encounter. The student will assign Level II HCPCS codes correctly for services not found in CPT, attach modifiers to procedure or service codes when applicable, and appropriately assign CPT code(s) for procedures and/or services rendered during the encounter. Special emphasis will be given to Evaluation and Management codes. (45 Classroom Contact Hours) **Prerequisite: MO212**

MO207 Advanced Coding

2 Credit Hours

This is an advanced coding course which presents more complex cases using medical record reports. Students must read and interpret data utilizing prior learned skills from MO204, HI217 and HI219. The 3M computerized encoding and grouping system will be employed to provide experience in utilizing technology to select codes and to calculate DRG (diagnosis related groups) payments for prospective payment systems. The student will expand on and apply the principles of reimbursement and coding derived from Introduction to Hospital Coding and Intermediate Hospital Coding at an advanced level. The student will use the AHA "Official Inpatient Coding Guidelines" to accurately identify and sequence the principal diagnosis and procedure. Coding discussions will include determining which diagnoses or procedures should be included as secondary. Course fee. (15 Classroom, 30 Lab Contact Hours) **Prerequisite: MO204, HI217, and HI219**

MO212 Pharmacology & Pathophysiology

3 Credit Hours

This course is the study of pathological conditions and the drugs used in their treatments. Included is the understanding of pathophysiological changes, including how pathological processes are manifested and how they progress in the body. Students will learn about medical pharmacology and will gain insight into the ways in which drugs modify biological function. In addition, the course will explore the effects of drugs on different organ systems and disease processes; the mechanisms by

which drugs produce their therapeutic and toxic effects; and the factors influencing their absorption, distribution, and biological actions. (45 Classroom Contact Hours) **Prerequisite: ZO101**

MO217 Medical Administrative Procedures

3 Credit Hours

In this course, special emphasis is placed on work in the medical office: scheduling of appointments, receptionist duties, oral and written communications, records management, banking services, and office management. Hands-on training includes computerized appointment scheduling and patient billing, as well as understanding the diverse medical insurances including Medicare, Medicaid, and Blue Shield. The student will strive for accuracy in completing medical insurance forms in medical billing. Toward the goal, ICD-10-CM and CPT coding will be used to identify diagnoses and medical procedures. Course fee. (45 Classroom Contact Hours)

MS101 Business Mathematics

3 Credit Hours

The student is introduced to the mathematical problems of the business office. Course content includes a thorough review of the fundamental processes and a study of whole numbers, fractions, decimals, banking, solving for the unknown, percents, discounts, markups and markdowns, payroll, simple interest, notes, and compound interest and present value. (45 Classroom Contact Hours)

MS110 Algebra

3 Credit Hours

This course includes a study of the fundamental algebraic processes. Topics will include real and rational numbers, radicals, monomials and polynomials, solution of first- and second-degree equations, inequalities, systems of linear equations in two and three unknowns, graphing of functions in Cartesian Coordinates, logarithms, determinants, and word problems. (45 Classroom Contact Hours)

MS111 Statistics

3 Credit Hours

This course introduces the student to the methods used in collecting, presenting and analyzing data. Descriptive statistics will include measures of location and variation for populations and samples, possibilities, probabilities and the Binomial, Poisson, and Normal distributions. Inferential statistics will include the estimation of means, variances and standard deviations using the Normal distribution and hypothesis testing. (45 Classroom Contact Hours) **Fundamental math skills are recommended.**

MS113 Technical Mathematics

3 Credit Hours

Course emphasizes arithmetic review, ratio, proportion, variation, power of roots, percent, metric system, unit conversions, signed numbers, basic algebraic expressions, algebraic operations, simple equations, inequalities, applied plane and solid geometry review (perimeter, area, and volume), graphing, and right triangle trigonometry. (45 Classroom Contact Hours)

MX220 Medical Office Externship

3 Credit Hours

This course provides supervised field experience in an approved medical office. At the site, the student is required to complete a minimum of 160 hours using previously learned skills and knowledge. Course fee. (160 Practicum Contact Hours) **Prerequisites: Completion of 60 credit hours including HI217, HI219, MO204, and MO207. Documentation of tuberculosis testing and the Hepatitis B vaccine series is required (vaccination series may take up to 6 months to complete).**

NU100 Introduction to Foundational Nursing Concepts

4 Credit Hours

This course introduces the student to concepts that provide the foundation for the professional practice of nursing, including nursing theory, the nursing process, critical thinking, and professional behaviors. Emphasis is also placed on concepts related to the healthcare system and patient-centered care. NU100 involves a laboratory experience which provides an opportunity for students to develop basic patient-centered nursing skills. Medical terminology and dosage calculations are integrated into the course. (Clock Hours: 45 Classroom/ 32 Lab). **Prerequisites: EH111, MS110, ZO111, ZO112, ZO113, ZO114 and a GPA of 3.00. Co-requisite: ZO211**

NU125 Foundational Nursing Concepts 2

5 Credit Hours

This course builds on the concepts learned in NU100, continuing to focus on principles essential to the nursing profession. Concepts related to patient-centered care are emphasized. NUR125 has a nursing lab component. The basic skills of health assessment will be introduced. Other skills include medication administration, aseptic technique, and IV therapy. NUR125 provides a clinical experience in the long-term care facility where the student will begin to utilize the nursing process as the means

of providing basic nursing care to meet the holistic needs of an elder. (*Clock Hours: 45 Classroom/ 80 Lab combined with Clinical*). **Prerequisites: NU100 and ZO211. Co-requisite: PY101**

NU140 Pharmacology

3 Credit Hours

This course will focus on the principles of pharmacology and the major drug classifications in relation to the treatment of health problems throughout the lifespan. Emphasis will be placed on the knowledge and interventions needed to maximize therapeutic effects and prevent or minimize adverse effects of medications. (*Clock Hours: 45 Classroom*) **Prerequisites: ZO111, ZO112, ZO113 and ZO114.**

NU150 Introduction to Maternal-Child Nursing Concepts

4 Credit Hours

This course will introduce the student to the psycho-social-cultural health of the individual from conception through adolescence. Included in this course are concepts of pregnancy, labor and delivery, post-partum, newborn, child growth and development, health maintenance and prevention, from infancy through late adolescence. Other concepts include nutrition, communication, and pharmacology. The student will further develop health assessment and nursing care skills for the maternity, newborn, and pediatric patient. Common childhood illnesses will be introduced. The student will expand skills in the use of the nursing process and critical thinking in meeting maternal/child healthcare needs within the family system, well child, and acute care settings. (*Clock Hours: 45 Classroom/ 48 Lab combined with Clinical*). **Prerequisites: NU150 and PY202. Co-requisite: SC101**

NU175 Nursing Concepts Across the Life Span 1

5 Credit Hours

This course will focus on the holistic nursing care and the application of the nursing process in the care of the patients across the lifespan who are experiencing common selected pathophysiological processes affecting body regulatory mechanisms. Pharmacology and diet therapy are integrated throughout the course. This course builds upon basic nursing knowledge and skills established during prior nursing courses. Opportunities to apply theoretical concepts and perform nursing skills are provided through faculty guided clinical/learning experiences in acute health care settings. (*Clock Hours: 45 Classroom/ 80 Lab combined with Clinical*). **Prerequisites: NU125 and PY101. Co-requisite: PY202**

NU200 Introduction to Mental Health Nursing Concepts

4 Credit Hours

This course focuses on the care of patients with common mental health disorders. The student will continue to expand skill levels in the use of the nursing process by providing holistic care in acute care and community health setting for individuals experiencing difficulty with behaviors and/or relationships. The student will further develop therapeutic communication techniques and psycho-social assessments for these individuals. Student learning is focused on mood disorders, safety/substance abuse issues, violence, suicide, developmental age related pathophysiology, grief/loss, and psychopharmacology. (*Clock Hours: 45 Classroom/ 48 Lab combined with Clinical*). **Prerequisites: NU175 and SC101. Co-requisite: EH102**

NU225 Nursing Concepts Across the Life Span 2

5 Credit Hours

This course continues to focus on the holistic nursing care of patients across the lifespan who are experiencing acute/chronic pathophysiological processes affecting body regulatory mechanisms. Students will expand their use of critical thinking and the nursing process by providing nursing care, including some beginning nursing management skills, to individuals in the hospital setting. Pharmacology and diet therapy are integrated throughout the course. This course builds upon the nursing knowledge and skills established during prior nursing courses. Opportunities to apply theoretical concepts and perform nursing skills are provided through faculty guided clinical/learning experiences in acute health care settings. (*Clock Hours: 45 Classroom/ 128 Lab combined with Clinical*). **Prerequisites: NU200 and EH102**

NU250 Nursing Concepts Across the Life Span 3

6 Credit Hours

This course continues to focus on the holistic nursing care of patients across the lifespan who are experiencing complex pathophysiological processes affecting body regulatory mechanisms. Students will use critical thinking and the nursing process when providing direct nursing care, or managing the care for a group of patients in the hospital setting. Nursing management skills, such as time management, prioritization, and delegation will be emphasized. This course will also allow students the opportunity to demonstrate the final achievement of graduate competencies and to refine their nursing care practice skills. Pharmacology and diet therapy are integrated throughout the course. This course builds upon the nursing knowledge and skills established during prior nursing courses. Opportunities to use theoretical concepts and perform advanced nursing skills are provided

through faculty guided clinical/learning experiences in acute health care settings. (*Clock Hours: 45 Classroom/ 140 Lab combined with Clinical*). **Prerequisite: NU225**

NU275 ADN Transition to Nursing Practice

3 Credit Hours

This course is designed for students to explore current issues and trends in nursing and the healthcare system that impact the practice of the Associate Degree Nurse. Student learning is focused on nursing professionalism and image, legal and ethical issues, the economics of health care, nursing management and leadership, and the interpersonal relationships among healthcare professionals. Preparation for licensure and the continuation of a student's nursing education is discussed. This course includes precepted experiences that provide student opportunities to understand diverse professional nursing roles in a variety of healthcare settings. (*Clock Hours: 15 Classroom/ 128 Clinical*). **Prerequisites: NU250**

PF231 Pipefitting Fundamentals

3 Credit Hours

This course offers the student an introduction to pipefitting theory, nomenclature, materials, calculations, layout and templates. It offers the student the opportunity to develop skills necessary to successfully fit pipe including the safe use of hand and power tools. Course fee. **Prerequisites: MS113**

PF232 Practical Pipefitting

3 Credit Hours

This course presents the student with the opportunity to develop skills in above ground piping with focus on field measurements and the safe use of ladders and rigging. Pipe hanger systems, salvage and demolition will be examined and practiced, with an introduction to butt weld piping systems. Course fee. **Prerequisites: PF231**

PM240 Project Management

3 Credit Hours

This course uses a basic project management framework in which the project life-cycle is broken into organizing, planning, monitoring and controlling the project. Students will learn the methodologies and tools necessary at each stage for managing the projects effectively in terms of time, cost, quality, risk and resources. Course Fee. (*45 Classroom Contact Hours*)

PL112 Constitutional Law

3 Credit Hours

This course will provide an introduction to the original provisions of the United States Constitution and its subsequent amendments, the related historical perspectives and the legal and social pressures that contribute to its development and modification. Emphasis will be placed on the many topical provisions and the far-reaching implications of the U.S. Constitution as well as on the nature and extent of limitations of the major powers granted. (*45 Classroom Contact Hours*)

PL123 Criminal Law

3 Credit Hours

This course will examine various aspects of the history and development of criminal law and will address procedural and substantive issues often encountered in this area. Particular emphasis will be placed on both case law and statutory provisions with attention given to state and federal codes and processes. (*45 Classroom Contact Hours*)

PY101 General Psychology

3 Credit Hours

The student, introduced to the nature and objectives of psychology, develops an appreciation of psychological research and findings. This course focuses on individual development--heredity and environment, conditioning processes, conflict and anxiety and defense mechanisms. Consideration is also given to interaction through social processes (group dynamics) in terms of dealing with reality and eventual self-actualization. (*45 Classroom Contact Hours*)

PY202 Lifespan Development

3 Credit Hours

This course is designed to assist the student in gaining a general, foundational knowledge of human development across the lifespan. The student will look closely at the three spheres of development essential to this process: physical, cognitive, and social. Students will draw from their own experiences as well as be introduced to the most current understanding and literature regarding development. (*45 Classroom Contact Hours*)

PY210 Human Relations

3 Credit Hours

This course will present key elements of human relations in organizations. Students will learn the importance of clear, concise organizational and individual communication dynamics. Students will

develop the ability to apply the concepts of critical thinking, develop the individual skills necessary to be successful and learn how personal behavior impacts growth. Human developmental issues will be addressed, along with attitudes, self-concepts and personal values. Team building, conflict resolution, motivational skills and leadership will be emphasized. (45 Classroom Contact Hours)

SA101 Introduction to Substance Abuse Counseling

3 Credit Hours

This course provides students with an introduction to substance abuse and addiction. The course will review substances of abuse and other addictions. Students will learn theories of addiction and introductory substance assessment and counseling techniques. It will review the physical, psychological and social implications of substance abuse for various populations. (45 Classroom Contact Hours)

SA102 Ethics and Boundaries in Substance Abuse Counseling

3 Credit Hours

This class will provide students with an overview of ethical and boundary considerations in substance abuse counseling. The class will teach an ethical base for counseling, review ethical dilemmas, and teach various ethical decision-making models relevant to substance abuse counseling. (45 Classroom Contact Hours)

SA103 Motivational Interviewing

3 Credit Hours

This course is designed to provide the student with an introduction to Motivational Interviewing (MI) and its application in addiction counseling through a didactic and experiential process. Focus will be on the eight stages in learning Motivational Interviewing as well as a concentration on an openness to a way of thinking and working that is collaborative and honors clients self-direction. Students will begin by exploring cognitive-behavioral treatment and client-centered counseling skills as described by Carl Rogers to provide a supportive atmosphere in which clients can safely explore their experiences and ambivalence regarding substance use and abuse. (45 Classroom Contact Hours)

SA104 Multicultural Counseling in Substance Abuse

3 Credit Hours

This course will focus on the competency of multicultural and special population considerations in substance abuse counseling. This course will examine the student's own cultural development and assumptions in working with diverse populations, increase awareness of the role drugs and alcohol play in various cultures, and examine best practice methods of treatment incorporating gender and cultural issues. (45 Classroom Contact Hours)

SA201 Addiction and the Family

3 Credit Hours

This course will identify the effects of substance abuse on the family and will explore current treatment approaches with affected others. Family role identification within a family systems perspective and addiction models will be explored. Additionally, students will review historical and cultural issues that help define family responses to substance abuse and appropriate best practice models for interventions with family members. (45 Classroom Contact Hours)
Prerequisite: Any 100 level SA course.

SA202 Co-occurring Disorders

3 Credit Hours

Students will cover the most common co-occurring disorders, including Alcohol Dependency, Bipolar, Schizophrenia, Depression, Anxiety, and Polysubstance Dependency. Characteristics of the disorders as well as modalities of treatment options which will also include psychotherapy and pharmacological options will be discussed. The student will also gain a basic understanding of the DSM IV-TR. (45 Classroom Contact Hours) **Prerequisite: Any 100 level SA course.**

SA203 Motivational Interviewing II

3 Credit Hours

This course is designed to build on the foundation and the skills the student has already learned and practiced in the prerequisite course, through an experiential process. Focus will be on a brief refresher of the eight stages of MI, the spirit of MI, and how to use MI for various populations in both current addiction and/or the recovery process. Students will be involved in extensive role plays. (45 Classroom Contact Hours) **Prerequisite: SA103**

SA204 Substance Abuse for Substance Abuse Counseling

3 Credit Hours

This course will explore common substance abuse disorders and introduce students to the twelve core functions of substance abuse counseling. Students will learn basic assessment skills and DSM diagnostic criteria for substance disorders. Students will review different treatment modalities and review SAMSHA levels of care. (45 Classroom Contact Hours) **Prerequisite: SA101**

SA220 Substance Abuse Counseling Externship

3 Credit Hours

This course is designed to link student classroom learning with professional experience. The student may work with on-site supervision at a substance abuse agency (or other appropriate substance abuse placement) to gain 160 hours of practical and observational experience in the field of substance abuse counseling. Please note: placement in a substance abuse agency cannot be guaranteed, since the student's background or other circumstances may disqualify him or her from a regular externship placement. If there is no suitable fit for a student in an agency or other site, the student will complete an individualized, alternative study project with learning plan, approved by the program director and externship coordinator, and designed to simulate the practical and observational experience of a regular placement. Course fee. (160 Practicum Contact Hours)

Prerequisite: Completion of 24 credit hours of HS or SA lettered courses including SA102

SC101 Introduction to Sociology

3 Credit Hours

This course introduces the student to the study of society and the interaction of individuals within a society. Major areas of study include the concepts and theory of sociology, culture, social structure and social change. (45 Classroom Contact Hours)

SS205 Office Procedures

3 Credit Hours

Special emphasis is placed on responsibilities of the office professional including receptionist duties, oral and written communications, postal procedures, records management, travel and meeting arrangements, organization of business data, financial/legal responsibilities and supervisory skills. (45 Classroom Contact Hours)

WL111 Introduction to Metallurgy

3 Credit Hours

The student will study ferrous and nonferrous metals from the ore to the finished product. Emphasis will be placed on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Course fee. (37 Classroom, 16 Lab Contact Hours)

WL121 Shielded Metal Arc Welding (S.M.A.W.) Basic

3 Credit Hours

This course provides the student with the opportunity to develop attitudes in welding safety, skills in arc welding fundamentals, operation of welding machine power sources and accessories, electrode classification and selection. It provides training for skill development necessary to make welds in all positions using E6010 and E7018 electrodes is also included. Students will become proficient with oxy fuel torches and be issued a torch safety certificate. Course fee. (37 Classroom, 16 Lab Contact Hours)

WL122 S.M.A.W. Intermediate

3 Credit Hours

This course provides the student with the opportunity to develop skills making multi-pass fillet welds on inside corner joints. It also provides training to develop the manual skills necessary to make quality stringer and weave beads in all positions using E7018 on 3/8" mild steel plate. Students will also become proficient in the plasma arc cutting process. Course fee. (37 Classroom, 16 Lab Contact Hours) **Prerequisite: WL121**

WL123 S.M.A.W. Advanced

3 Credit Hours

Provides the student with the opportunity to develop skills making multi-pass groove welds on 3/8 mild steel plate using open root technique. Students will learn how to properly fit up and weld open root in all positions with E6010 and E7018 electrodes. Course fee. (37 Classroom, 16 Lab Contact Hours) **Prerequisite: WL122**

WL124 S.M.A.W. Structural

3 Credit Hours

This course introduces the student to requirements of the American Welding Society, Structural Welding Code D1.1, and AWS 3-89 Standard for AWS Certified Welders with AWS Structural Certification in mind. The student has the opportunity to develop skills to make quality groove welds on 3/8" thick plate steel with backing strap, using 1/8" diameter E7018 electrodes in the 1G (flat), 2G (horizontal), 3G (vertical up), and 4G (overhead) positions. Course fee. (37 Classroom, 16 Lab Contact Hours) **Prerequisite: WL122**

WL125 S.M.A.W. Pipe I*3 Credit Hours*

This course offers the student the opportunity to develop skills in pipe nomenclature, weld quality, uphill pipe procedures, preheating and inter-pass temperatures. It offers training to develop the manual skills necessary to perform proper joint fit-up and tacking procedures. It also offers the opportunity to develop skills to produce quality multi-pass welds on schedule 40 mild steel pipe in the 2G and 5G positions, using E6010 and E7018 electrodes. Course fee. (37 Classroom, 16 Lab Contact Hours) **Prerequisite: WL123**

WL126 S.M.A.W. Pipe II*3 Credit Hours*

This course offers the student the opportunity to develop skills in pipe welding, determination of weld quality, uphill pipe procedures, and applying and maintaining preheat and inter-pass heat treatments. This manual skill development is necessary to produce quality multi-pass welds on schedule 40 and schedule 80 mild steel pipe, in the 5G and 6G positions using E6010 and E7018 fillers and cover passes. It offers the student training to qualify a welder in accordance with Section 4, Maine Boiler Rules, and A.S.M.E. Boiler and Pressure Vessel Code, Section IX for welder qualifications. Course fee. (37 Classroom, 16 Lab Contact Hours) **Prerequisite: WL125**

WL131 Flux-Cored Arc Welding (F.C.A.W.)*3 Credit Hours*

This course provides the student with the opportunity to develop skills using the semi-automatic, flux-cored arc welding process. Emphasis on the proper use of semi-automatic equipment, operations, machine adjustments and recognition of weld quality will be introduced. It provides training to develop the manual skills to make quality multi-pass welds in all positions. Air carbon arc gouging is also a process that is briefly introduced. Course prepares students for the AWS Flux-cored Structural Certification test. Course fee. (37 Classroom, 16 Lab Contact Hours)

WL141 Blueprint Reading and Drafting for Welders*3 Credit Hours*

Blueprint Reading and Drafting for Fitters and Welders teaches the meanings of views, lines, sizes, dimensions, and welding terms; emphasizes welding symbols and blueprint reading; and develops basic drawing skills by means of practice with these symbols and with basic orthographic projection exercises. (37 Classroom, 16 Lab Contact Hours)

WL201 Gas Metal Arc Welding (G.M.A.W.) Basic*3 Credit Hours*

Course provides the student with the opportunity to develop skills in welding safety, gas metal arc welding fundamentals, gas metal arc equipment and adjustment, metal transfer and shielding gases. Emphasis will be placed on spray transfer process. It also provides the student the opportunity to develop the manual skills necessary to make high quality gas metal arc welds in all positions on mild steel plate 1/16" to 3/8" thick, single and multi-pass welds, using the short circuit transfer method. Course fee. (37 Classroom, 16 Lab Contact Hours)

WL211 Gas Tungsten Arc Welding (G.T.A.W.) Basic*3 Credit Hours*

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students will be able to perform G.T.A.W. fillet and groove welds. Course fee. (37 Classroom, 16 Lab Contact Hours)

WL212 G.T.A.W. Advanced*3 Credit Hours*

This course provides the student with advanced skills in the Gas Tungsten Arc Welding process. Expanding on the skills learned in WL211 and also adding proficiency in various welding positions and directions. Course fee. (37 Classroom, 16 Lab Contact Hours) **Prerequisite: WL211**

WL213 G.T.A.W. Pipe*3 Credit Hours*

Course offers the student the opportunity to develop skills in the Gas Tungsten Arc Welding process on mild steel pipe, preparations for welding stainless steel pipe, and advanced procedures. Students will also develop the skills necessary to produce quality open root groove welds on mild steel pipe and quality groove welds on stainless steel pipe in the 6G position. This course also provides the opportunity for skill development in walking the cup technique to deposit the root and hot passes and incorporating the S.M.A.W. process with E7018 low hydrogen electrodes for completing the weld. Identification of pipe welding defects is also included. Course fee. (37 Classroom, 16 Lab Contact Hours) **Prerequisite: WL212**

WL221 Quality Assurance/Quality Control*3 Credit Hours*

This course develops skill in the recognition and application of quality standards in the technical field of welding. Information is presented to explain the relationship between costs and weld quality and the necessary elements that must be considered to develop a quality assurance and quality control program. Development of welding procedures, qualification of procedures, the technical representation of welding discontinuities and defects, and destructive and non-destructive testing are also introduced. Course fee. (37 Classroom, 16 Lab Contact Hours)

WL240 G.T.A.W. and G.M.A.W. Welding of Aluminum*3 Credit Hours*

This course provides the student with the skills necessary to safely setup and shutdown both G.M.A.W. and G.T.A.W. welding equipment for use on aluminum; also provides the student with the skills necessary to produce stringer beads, in all positions, using both processes. Emphasis will be placed on the pulse process for welding of aluminum. Course fee. (37 Classroom, 16 Lab Contact Hours) **Prerequisites: WL202 and WL212**

ZO101 Medical Terminology*3 Credit Hours*

This course is designed to give the student a written and oral vocabulary of the medical language. Emphasis is placed on spelling, speaking, building, and defining medical terms through study of medical root elements, suffixes, prefixes and combining forms. Audiovisual aids, case histories and surgical reports help develop this course. Major body system terminology will be presented, as well as diagnostic procedures and basic pharmacological terminology. (45 Classroom Contact Hours)

ZO111 Human Anatomy and Physiology I*3 Credit Hours*

In this course, basic bio-organization and six areas of the body systems are studied. The gross and microscopic structures and function of integumentary system, skeletal system, muscular system, nervous system, endocrine system, and special senses are explored. Emphasis is placed on the diseases and diagnostic procedures related to each of these systems. (45 Classroom Contact Hours) **Prerequisite: ZO101**

ZO112 Human Anatomy and Physiology II*3 Credit Hours*

This course is a continuation of ZO111. The remaining body systems are studied. The gross and microscopic structures and function of the male and female reproductive systems, cardiovascular system, lymphatic system, respiratory system, digestive system, and urinary system are explored. Emphasis is placed on the diseases and diagnostic procedures related to each system. (45 Classroom Contact Hours) **Prerequisite: ZO111**

ZO113 Human Anatomy and Physiology Lab I*1 Credit Hour*

This laboratory course is taught in conjunction with ZO111 Human Anatomy and Physiology I, the lecture portion of the course, which covers detailed studies of the anatomy and physiology of the human body: tissues, integumentary system, skeletal system, and the muscular system. (30 Lab Contact Hours) **Co-requisite: ZO111**

ZO114 Human Anatomy and Physiology Lab II*1 Credit Hour*

This laboratory course is taught in conjunction with ZO112 Human Anatomy and Physiology II, the lecture portion of the course, which covers detailed studies of the anatomy and physiology of the human nervous system and special senses, the endocrine system, blood, cardiovascular system, lymphatic system, digestive system, respiratory, urinary and the reproductive system. (30 Lab Contact Hours) **Prerequisites: ZO111 and ZO113, Co-requisite: ZO112**

ZO201 Pharmacology*3 Credit Hours*

This course presents the student with general concepts of pharmacology and drug administration throughout the life span. Basic information about drug classifications, drug side effects, drug interactions, the use and abuse of drugs and drug reactions is covered. Emphasis is placed on the mechanism of action and effect of commonly prescribed drugs for each body system. The metric and apothecary systems, dosage applications/calculations, prescription translation, and charting will also help develop the course. (45 Classroom Contact Hours) **Prerequisites: ZO112.**

ZO211 Microbiology*4 Credit Hours*

This course uses biological principles to help the student understand microorganisms as they relate to health sciences. Learning is focused on the metabolism, the environment, and the genetics of microorganisms. Topics include the body's response to microorganisms, disease, and the body's

defense mechanisms, the infection cycle, and transmission from host to host. Chemistry is integrated for understanding the enzymatic functions and microbial physiology. This course includes a laboratory which explores the physiological, nutritional, and environmental needs of bacteria and fungi. Sterilization techniques, the use of the microscope, and the antibiotic susceptibility of bacteria are also studied. Laboratory activities include cultivation techniques, microscopy, biochemical assays, immunoassays and identification. (*Clock Hours: 45 Classroom/ 30 Lab*) **Prerequisite:** Z0111, Z0112, Z0113, and Z0114. **Co-Requisite for Nursing Program:** NU100

STUDENT RIGHT-TO-KNOW INFORMATION

Graduation Rates 2017-18

Under the Student Right-to-Know Act, Beal College is required to disclose certain information about graduation and transfer-out rates to current and prospective students.

Graduation and transfer-out rates are calculated using a cohort of full-time, first-time degree or diploma seeking students. Beal College uses a full-year cohort of students entering the institution between September 1 and August 31 and who attend at least one day of class. A first-time student is defined as one who attended any post-secondary institution for the first time during this reporting period. Transfer-out rates are determined from information supplied to Beal College by the student through surveys or other means. This rate only reflects transfers by students that are documented using the above methods and may not reflect the actual transfer-out rate since students may leave the institution without documenting their transfer status.

Please contact the Compliance Officer for additional information or answers to questions about this report.

Cohort Year 2014 September 1, 2014 through August 31, 2015				
		Male	Female	Total
Initial Cohort		61	60	121
Total Completers within 150% of normal time		23	22	45
Documented Transfer-out Students		3	7	10
Graduation Rate	37%			
Transfer-Out Rate	8%			

CONSUMER INFORMATION

In compliance with the requirements of the Department of Education, Beal College provides Gainful Employment disclosure information for all of its academic programs. Disclosures about the programs, related occupations, costs, debt at program completion, completion rates, placement rates, and other information can be found at www.bealcollege.edu.

Beal College OPEID: 005204-00				
Program Name	CIP Code	Program Length	Cost of Books and Supplies	Cost of Normal Tuition/Fees for Program
<i>Associate's Degree Programs</i>				
Accounting	52.0301	24 Months	\$3,000.00	\$21,415.00
Administrative Office Professional	52.0401	24 Months	\$3,500.00	\$20,990.00

Criminal Justice: Law Enforcement	43.0103	24 Months	\$2,650.00	\$22,000.00
Health Information Technology	51.0707	24 Months	\$3,800.00	\$23,500.00
Human Resource Management	52.1001	24 Months	\$3,200.00	\$23,000.00
Information Technology	11.0103	20 Months	3,000.00	\$23,000.00
Medical Administrative Specialist	51.0710	24 Months	\$4,000.00	\$22,500.00
Medical Assisting	51.0801	24 Months	\$2,800.00	\$23,900.00
Nursing	51.3801	20 Months	\$3,000.00	\$36,500.00
Substance Abuse Counseling	51.1501	24 Months	\$2,400.00	\$23,000.00
Welding Technology	48.0508	24 Months	\$1,200.00	\$26,000.00
<i>One-Year Diploma Program</i>				
Substance Abuse Counseling Diploma	51.1501	12 Months	\$1,300.00	\$13,000.00
<i>Certificate Programs</i>				
Medical Assisting	51.0801	14 Months	\$2,000.00	\$16,500.00
Welding Technology	48.0508	12 Months	\$500.00	\$16,500.00

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