2021 / 2022
University Catalog & Student Handbook

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Beal.edu

Effective Date: April 5, 2022

The University Catalog & Student Handbook is complete in conjunction with the Catalog Supplement.

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Mission

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

Vision

Beal University will strive to become the most prominent educational institution in the region by providing exceptional academic programs, in a student centered environment, empowering our graduates to excel in relevant career fields.

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 University'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 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 ensure we fulfill our mission for all University stakeholders.

Catalog Preparation

This catalog was prepared by Beal University. Policies, curricula, fees, and other content are subject to change without notice at the discretion of the University. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is minimally updated annually.

Accreditation, Approvals and Licensure

Beal University is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and College's (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

Programmatic Accreditation

The Medical Assisting Diploma 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, 9355 113th Street N, #7709, Seminole, FL 33775, (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.

State of Maine

Beal University is licensed by the state of Maine State Board of Education. Beal University is authorized to grant Certificates, Diplomas, Associates, Bachelor's and Master's degrees.

Approvals

The Associate Degree in Nursing program is approved by the Maine State Board of Nursing, which regulates all pre-license nursing school programs in Maine. The normal time to complete this program for a full-time student is 18 months, after which the graduate will receive an associate's degree and gain eligibility to take the NCLEX-RN (National Council Licensure Examination-Registered Nurse) exam in Maine.

Beal University participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA), which authorizes distance education activity in all NC-SARA member states.

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

SEVIS

International students choosing to attend Beal University may be issued the F-1 Visa or M-1 Visa. Canadian citizens do not need a visa to enter the U.S. however must have a passport. A student should present the passport, Form I-20-A-B, and financial documentation at the Canadian / U.S. Border. For more information about the SEVIS process, visit https://beal.edu/international-students.

Veterans' Benefits

Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Official transcripts in English must be submitted for transfer Credit. Further, GI Bill© and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) will be allowed to attend a course for up to 90 days from the date of beneficiary provides a certificate of eligibility, or valid VAF 28-1905. The student will receive no penalty, nor will the student be required to borrow additional funds to cover tuition and fees due to late payments from the U.S. Department of Veterans Affairs (VA).

Check with the University's Veterans' Affairs Certifying Official to determine if the program you are interested in is currently approved for Veterans' benefits. https://beal.edu/veteran-benefits/

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 University 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 website at www.benefits.va.gov/gibill

History

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.

Throughout 2016, Beal College celebrated its 125th anniversary. With more than a century of service to Maine citizens, Beal University 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.

In 2017, online classes were added to provide flexibility to working students and to enable student access to education from rural parts of the State and other states as well. In 2018, Beal began a pre-licensure Nursing program to combat the critical shortage of registered nursing professionals in the State. In 2019, Bachelor's degrees were added in the healthcare and medical fields which included the RN-BSN degree to provide additional educational opportunities to the registered nursing graduates. In 2020, the Masters degree in Nursing (MSN) and Masters degree in Business Administration (MBA) were added to further expand the educational programs offered at Beal.

On December 28, 2020, Beal College received formal authorization from its accreditor to change its name to Beal University. Beal University has evolved into a comprehensive institution with diverse academic offerings that serve a wide range of students within the state of Maine and beyond its borders. Being known as a university is important because it more accurately describes the type of institution Beal has become and better reflects the success Beal has had expanding into graduate level programs.

In 2021, Beal University celebrated 130 years of being a prominent institution of higher education in Maine. Beal's strong academic programs, experienced faculty and commitment to experiential learning continues to be the strength of the university. Since founded in 1891, Beal has remained focused from the very beginning in providing programs to give students real world skills for careers in high demand fields. Today, Beal offers programs from diploma to graduate level degrees facilitating all levels of academic pursuits to be achieved as well as enabling graduates to continue to complete advanced degrees.

On January 3, 2022, Beal University opened the doors to its branch campus located in Wilton, Maine. Beal University's branch campus offers on-campus Associate Degree in Nursing program as well as three additional online programs. The Wilton campus consists of classrooms, clinical, simulation and virtual reality laboratories to enhance the student learning experience. The branch campus is located near Farmington, Maine and encompasses three major western counties in Maine.

Beal remains committed to support students to complete their undergraduate degrees and advance their education at the graduate level as well. Beal will continue to serve its students in ways that fit their lives by providing them high-quality accelerated degree programs in critical demand career fields that combine academic integrity with flexibility.

Location and Facilities

Beal University's main location is located at 99 Farm Road in Bangor, Maine. The main campus is approximately 40,000 square feet. The facilities include classrooms, laboratories, computer laboratories, and a library resource center. The classrooms and laboratories have modern technology including audiovisual equipment. The medical assisting laboratory provides professional settings such as a modern medical office examination room, and an infection control area. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The nursing laboratory is equipped with high fidelity simulators that simulate real life medical settings. The nursing classroom also includes a virtual reality skills lab which fully immerses the student in practical training in complex clinical situations. The welding laboratory includes fourteen fully-equipped welding booths and pipefitting mock up fabrication simulator. The campus also includes a visitor reception area, student lounge, fitness center, admissions, financial aid, academics, career services and executive offices.

Beal University's branch location is located at 75 Allen Street in Wilton, Maine. The branch campus is approximately 5,200 square feet. The facilities include classrooms and laboratories for the nursing program. The nursing laboratory is equipped with high fidelity simulators that simulate real life healthcare settings. The nursing labs also include a virtual reality simulator, which fully immerses the student in realistic and complex clinical situations.

Admissions
Admissions Requirements

Beal University 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.Beal.edu/apply-online.

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

Application fee waivers are also accepted at Beal University 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 University Admissions Counseling)

Step 2: Contact the Admissions Office to set up your campus visit
Beal University welcomes and encourages prospective students and their families to make an appointment to tour our campus. The University 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, Financial Aid and Student Accounts. 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 University 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 or 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 University. 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 University. 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. 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 University. 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 University. 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 University 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.

International (non-U.S.) High Schools and College Transcripts
High school transcripts from other countries must be in English and reasonably equivalent to the United States. Transcripts not in English must be first sent to a separate evaluation agency. The University must receive evaluations directly from the agencies.
1. Contact a foreign credential evaluation organization that is a member of the National Association of Credential Evaluation Services (NACES) (https://www.naces.org/members)
2. Send all non-English transcripts to the approved evaluation agency.
3. Apply for a Detailed, Course by Course Evaluation.
4. Ask the agency to send the evaluation directly to Beal University.

English Language Proficiency Requirement
Applicants from countries where English is not the only language of common usage will be required to submit proof of English proficiency as measured by one of the following recognized tests: TOEFL, IELTS or CAEL.

The following are the required test scores for all Beal programs:
- TOEFL Paper-based test – Minimum score of 550 required
- TOEFL Internet-based test – Overall minimum score of 80 required, with minimum scores of 20 in Writing, Reading, Listening and Speaking.
- IELTS – Minimum overall band of 6.0, with no single test score below 5.5
- CAEL – Minimum overall score of 60

If you choose to take the TOEFL test, the Beal Institution Code is 3114.
Information about the language proficiency test can be found by visiting the testing agency website:
- TOEFL www.toefl.org (Please refer to institution code: 3114)
- IELTS www.ielts.org
- CAEL www.cael.ca

Only tests taken in the last two years are considered valid.

Step 4: Take the Entrance Exams
All degree, and diploma-seeking Applicants (except Nursing students), will be required to take the Beal University reading comprehension exam.

Exemptions for the reading comprehension exam include:
- Applicants who have achieved a University degree at the associate level or higher. Proof is required by having an official transcript mailed or sent electronically to Beal University from the issuing college/university.

- Successful completion of a University 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 University 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 University's Welding Technology program are required to take the Beal University 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 University 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 University. Official copies of scores (SAT, AP, etc.), transcripts (high school, college, etc.), HiSETs and GEDs must be mailed or electronically submitted to Beal University 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.

Online Assessment
In addition to the entrance exams, each student must successfully pass an Online Assessment with a score of 60% or higher. This is designed to help the school and student understand if they are able to successfully take courses in an online/digital environment. While not all programs at the school are offered online, the student will be required to access and understand the school's Learning Management System (LMS). There are no exemptions for the Online Assessment Test.

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 University. 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 University.

How many times may I take an entrance exam?
Applicants are allowed to take a specific exam up to two times at Beal University 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 University, 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 University, financial aid is available to those who qualify. Any applicant who wishes to apply for financial aid at Beal University 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 University 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 University (employer, agency, etc.).

Step 6: Submit your immunization records
Beal University 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 on campus 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 University requires all students to be covered under a medical insurance plan provided by the University unless the student can provide proof of his or her own personal medical insurance.

All full time students registered in an onsite or hybrid program of study are required to have health insurance coverage, either through the Student Health Insurance Plan or through another individual or Family plan. The plan year runs from September 1 through August 31 each year with enrollment points each MOD. Eligible students will need to either enroll in or waive the Beal University Student Health Insurance at the beginning of their program and each year in August for the upcoming academic year. Students opt in or out at https://www.studentinsurance.com/Client/1474

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 University does not condone plagiarism. The Admissions Office reserves the right to deny or revoke an offer of admission to Beal University for any applicant found to have committed the act of plagiarism. Falsifying information on the application may also result in denial or revocation of an offer of admission.

Re-entering Students
Students wishing to re-enter Beal University 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 certain classes without approval from the Program Director.

Graduates of Beal University 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 University from other post-secondary educational institutions must have a copy of the transcript from the college or university previously attended submitted to Beal University. 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 University.

Nonimmigrant and International Students
Beal University 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 or e-mail admissions@beal.edu.

In addition, Beal University 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. Canadian students do not need to provide a Visa. Visit https://beal.edu/international-students/ for additional information.

Acceptance
The University 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 achieved the required entrance exam score or qualifies for an exemption. Applicants should understand that all offers of admission are conditional, pending receipt of all documents for admission, and compliance with the admissions policies as stated above.

Enrollment Agreement
Each student who enrolls at Beal University will enter into an Enrollment Agreement with the University. The Enrollment Agreement clearly outlines all program related tuition and fees and identifies expectations of both the student and the University. The Enrollment 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. The Enrollment Agreement is electronically available in the student's portal and available to the student to access at any time.

If a student changes from one program to another at Beal University, 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 / Student's Right to Cancel
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 University, 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 University retain more than $150.00.

Dismissal Policy
Beal University 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 Diploma Medical Assisting Program

In addition to the general Beal University admissions requirements found above, the Diploma in Medical Assisting requires:

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

2. Priority consideration will be given to applicants who earn a score of 70% or higher on the exam. A score of 65-69 will require the applicant to meet with the Program Director for further consideration for entrance.

3. Applicants must submit official high school transcripts and/or college/university transcripts.

4. In addition to the immunizations required of all applicants to Beal University, applicants are required to provide proof of immunizations against the following prior to attending MA101 Introduction to Medical Assisting:

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

5. Background checks are required for all Medical Assisting students. Students enrolling in the Medical Assisting program must successfully pass a background check prior to the beginning of the programs clinicals.

Admissions Requirements for the Associate Degree Medical Assisting Program

In addition to the general Beal University admissions requirements found above, the Associate Degree in Medical Assisting requires:

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

2. Priority consideration will be given to applicants who earn a score of 70% or higher on the exam. A score of 65-69 will require the applicant to meet with the Program Director for further consideration for entrance.

3. Applicants must submit official high school transcripts and/or college/university transcripts.

4. In addition to the immunizations required of all applicants to Beal University, applicants are required to provide proof of immunizations against the following prior to attending MA101 Introduction to Medical Assisting:

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

5. Background checks are required for all Medical Assisting students. Students enrolling in the Medical Assisting program must successfully pass a background check prior to the beginning of the programs clinicals.

Admissions Requirements for the Associate Degree Nursing Program

In addition to the general Beal University 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.

2. Priority consideration will be given to applicants who earn a score of 75% or higher on the exam. The exam may be taken 3 times only in one year, with a waiting period of 3 weeks between exam attempts. Performance results are valid for 1 year.

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

4. 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).

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

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

6. Annual requirement: Influenza (Flu) shot.

7. Nursing students must be able to provide proof of personal health insurance or enroll in the schools health insurance program.

8. Background checks are required for all Nursing students. Students enrolling in the Nursing program must successfully pass a background check prior to the beginning of the programs clinicals.

Admissions Requirements for the Associate Degree Welding Technology Program

In addition to the general Beal University admissions requirements found above, the Associate Degree in Welding Technology requires:

1. A confirmed certificate or diploma in Welding Technology:
   a. Certificate / Diploma must be completed at Beal University and confirmed with official transcripts in English.

Admissions Requirements for the Bachelors Nursing Program

In addition to the general Beal University admissions requirements found above, the Bachelor's Degree in Nursing requires:

1. A confirmed associate degree in Nursing:
    a. Degree must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.

2. Submit evidence of an unencumbered nursing license. Graduates of Beal University's Associate of Applied Science in Nursing are exempt from this requirement at the beginning of the program, however, must have in place prior to the beginning of the second module.

<u>Canadian Students Only</u>

For students who have a Canadian diploma who wish to purse the Bachelor's in Nursing program, must meet the following criteria:

1. A confirmed passing of the NCLEX-RN exam in Canada or in the United States
2. Submit official transcripts for review by the Dean of Nursing for evaluation of General Education courses completed. Approval will be granted on an individual basis.

Admissions Requirements for the Master's Business Administration Program

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the Master's degree program:

1. A confirmed Bachelor's Degree in a Business Administration related field:
    a. Degree must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
    b. If the student does not possess a Bachelor's degree in a Business Administration related field, the student must successfully complete, earn a 77% (C+) or higher, and provide a transcript for each of the following courses:
        (1) Principles of Finance or Management; Principles of Accounting, Principles of Economics (Microeconomics or Macroeconomics) and Statistics.
        (2) Subject to the discretion of the Dean of Business.

Admissions Requirements for the Master's Biomedical Science Program

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the Master's degree program:

1. A confirmed Bachelor's Degree:
    a. Degree must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
    b. Coursework from a previous education must include:
        (1) Biology or Microbiology
        (2) Chemistry or Organic Chemistry
        (3) Physics or Statistics

Admissions Requirements for the Master's Nursing Program

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the Master's degree program:

1. A confirmed Bachelor's Degree in Nursing:
    a. Degree must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
2. An unencumbered nursing license.
3. The student must successfully complete, earn a 77% (C+) or higher, and provide a transcript for a 300+ level statistics class or equivalent, subject to the discretion of the Dean of Nursing.

Admissions Disclosure

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling in the University. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Beal University will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history except in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Maine were researched. Many careers prohibit externship or employment to individuals with a history of criminal offenses. Beal University recommends that all potential employability questions are discussed with the campus Career Services Department.

Cancellation of Classes

The University reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the University and will entitle students to a full refund of all money paid.

Arbitration Agreement

As a condition of enrollment, Beal University requires each student to sign an enrollment agreement containing the following binding arbitration provision:

ARBITRATION: As a condition of enrollment, the Student and Beal University (the "University") agree to resolve through binding and mandatory arbitration any dispute, claim, controversy, cause of action, lawsuit, or proceeding (including, but not limited to, any statutory, tort, contract or equity claim) between the Student and the University or any current or former employee(s) of the University (collectively, the "Parties") that arises, arose, or has arisen out of, or is or was in any way related to, this Enrollment Agreement, the subject matter of this Enrollment Agreement, or the Student's enrollment, attendance, or educational experience at the University (individually and collectively, a "Dispute"). The Parties are encouraged to make an initial attempt, in good faith, to resolve the Dispute through the University's student complaint process or other informal means. If the Dispute is not resolved pursuant to the University's student complaint process or other informal means, then the Dispute will be resolved by binding arbitration between the Parties.

1. **Explanation of Arbitration.** Arbitration is the referral of a Dispute to an impartial person (an arbitrator) for a final and binding determination of the Dispute. In agreeing to binding and mandatory arbitration, the Parties voluntarily give up certain rights, including the right to pursue a Dispute in court, the right to a trial by a judge or jury, rights to appeal, and other rights that may be available in a court, such as broader discovery rights. As provided by this arbitration provision, the Parties also give up the right to bring or participate in any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. If you have any questions about this arbitration provision or the arbitration process, please contact the Chief Operating Officer.

2. **Arbitration Procedures.**
   (a) The arbitration will be administered by the American Arbitration Association ("AAA") or, in the event the AAA declines or is unable to administer the arbitration, by an arbitration forum or arbitrator that the Parties mutually agree upon. If, after making a reasonable effort, the Parties are unable to agree upon an arbitration forum or arbitrator, a court having proper jurisdiction will appoint an arbitration forum or arbitrator. The arbitration will be conducted in accordance with the AAA's Consumer Arbitration Rules, or the appropriate rules of any alternative arbitration forum selected by the Parties or appointed by a court, except as modified by this arbitration provision. The AAA's Consumer Arbitration Rules and other information regarding the AAA's arbitration procedures are available from the AAA, which can be contacted by mail at 120 Broadway, Floor 21, New York, New York 10271, by telephone at 212-716-5800, or through its website at www.adr.org.
   (b) Any Dispute shall be heard by a single arbitrator who is an attorney. As a condition of appointment, the arbitrator shall follow all applicable substantive laws (except as otherwise provided in this arbitration provision), shall agree to the terms of this arbitration provision, and shall lack authority not to enforce the terms of this arbitration provision. The arbitrator shall have the exclusive authority to determine and adjudicate any issue relating to the existence, formation, validity, enforceability, applicability, or interpretation of this Enrollment Agreement and this arbitration provision, provided, however, that a court shall have exclusive authority to enforce the Class Action Prohibition. The arbitrator's decision shall be accompanied by a reasoned opinion from which there shall be no appeal.
   (c) The place of arbitration shall be the location (city and state) of the campus where the Dispute arose ("Campus"). Judgment on the arbitral award may be entered exclusively in the location of the Campus. The law of the state of the Campus shall apply.
   (d) The Parties shall each bear their own attorney's fees, costs, and expenses, except that the costs of arbitration, as set forth in the AAA Consumer Arbitration Rules, shall be determined by the AAA Consumer Arbitration Rules.
   (e) This arbitration provision governs if there is a conflict with the rules of the arbitral forum.

3. **Class Action Prohibition.** The scope of the arbitration shall be limited to the Dispute between the Parties. The Parties expressly waive all rights to bring any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. The arbitrator shall have no authority or jurisdiction to compel, hear, or permit any class action, collective action, private attorney general action, or any other type of action or proceeding in which anyone acts or proposes to act in a representative capacity on behalf of others. By way of illustration and not limitation, neither the Student nor the University can bring a class action against each other or participate in a class action against the other, whether as a named class representative or an absent or putative class member.

4. **Federal Arbitration Act.** The parties agree that this Arbitration Agreement involves interstate commerce and that the enforceability of this Arbitration Agreement shall be governed, both procedurally and substantively, by the Federal Arbitration Act, 9 U.S.C. §§ 1-9.

5. **Severability.** If the Class Action Prohibition is found to be illegal or unenforceable as to all or some parts of a Dispute, then those parts will not be arbitrated but will be resolved in court, with the balance of the Dispute resolved through arbitration. If any other part of this arbitration provision is found to be illegal or unenforceable, then that part will be severed; however, the remaining parts shall still apply and shall be interpreted to as nearly as possible achieve the original intent of this arbitration provision.

6. **Small Claims Lawsuits Permitted.** Notwithstanding anything to the contrary, this arbitration provision does not prevent the Parties from filing a lawsuit in any small claims court of competent jurisdiction.

7. **Inapplicability to Borrower Defense to Repayment Applications to U.S. Department of Education.** The University cannot require the Student to participate in arbitration or any internal dispute resolution process offered by the University prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e); the University cannot, in any way, require the Student to limit, relinquish, or waive his or her ability to pursue filing a borrower defense claim, pursuant to § 685.206(e) at any time; and any arbitration required by this pre-dispute arbitration agreement tolls the limitations period for filing a borrower defense to repayment application pursuant to § 685.206(e)(6)(ii).

Financial Information
Student Financial Services
Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Beal University assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Financial Aid Officers guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress. See Satisfactory Academic Progress for details.

Cash Paying Students
Federal regulations prohibit giving a discount to students who pay in cash or who pay their tuition in full before the start of class.

Financial Aid Programs
Beal University administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program and start date. All students receiving federal aid are required to meet various eligibility requirements including entrance counseling and verification (if applicable) prior to the disbursement of funds.

Verification
Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year tax transcripts and W-2s) to the Department of Financial Aid within five (5) business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the University.

In accordance with Title IV regulations, students are also required to complete all documentation and the verification process (if applicable) and first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Beal University is dependent on action by the funding agency. The University will do everything possible to expedite the disbursement, after verifying students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and Credited towards eligible tuition, books and fees. Any Credit balance that occurs is available to students unless otherwise requested to be held on account.

The following financial aid programs are available to qualifying students at Beal University:

Financial Aid Programs
Federal Pell Grant
Federal Supplemental Educational Opportunity Grant
Subsidized and Unsubsidized Direct Loan Programs
Federal Parent Loan for Undergraduate Students
Maine State Grant Program
Alternative/Private Loans
Federal Work Study
U.S. Department of Veterans Affairs

Federal Pell Grant
The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the payment period, which will result in a Return of Title IV aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

Federal Supplemental Educational Opportunity Grant
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended. Priority will be given to new students with a 0 EFC. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Stafford Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six (6) months after ceasing to be enrolled at least half time.

Federal Direct Unsubsidized Stafford Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate and graduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends.

Federal Direct PLUS Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Parents of dependent undergraduate students are eligible to apply and Credit checks are conducted. Minimum payments are $50 per month per loan. There is no grace period on this loan, however parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six (6) months after the student ceases to be enrolled.

Federal Work Study
Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Please see Financial Aid to determine eligibility if interested.

Veterans Assistance Programs
There are various Veterans Programs available to assist with educational funding. Please go to http://gibill.va.gov/benefits/index.html for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

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 for the upcoming award year. The maximum award for each year is determined by the state of Maine.

Federal or State Loans
If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:
1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

New Students
All first-time, first-term students awarded federal student loans will be eligible for disbursement of their loans thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP), in order to be eligible for subsequent disbursements. Subsequent disbursement are posted to full time student's account approximately 16 days after the start of the second payment period.

Exit Counseling
All students using federal loans to fund any part of their educational costs are required to complete exit counseling. There are various methods to complete exit counseling; in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Financial Aid Office to complete the process prior to departure; however, in the event this isn't possible, exit counseling information will be mailed to the student within 30 days of the date of determination that the student withdrew.

Institutional Funding Option

Beal University offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require Credit worthiness and not all those who apply will be approved. For students who have exhausted these options, the University offers an institutional financing option called a Budget Plan where the student will make payments to the school. A Budget Plan without Credit worthiness is available.

Students Using Third-Party Funding

Prior to attending classes, Beal University must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the University must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization.

Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. If a student attends the University and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

The amount of tuition and fees owed to the University and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the University the outstanding balance.** Student balances that remain unpaid for a period of ninety (90) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent Credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the student's withdrawal.

Refunds

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

Beal University follows the requirements of the U.S. Department of Education for Title IV refunds.

If the student receives (or the University 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.

Students may be eligible for most forms of financial aid when enrolled in 6.0 or more credits per payment period. Students enrolled in 5.0 credits or less may be eligible to receive Pell Grant but are not eligible to receive federal student loans.

The Beal University Withdrawal Policy, listed below, 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 University.

For students withdrawing from all classes at Beal University, the following refund percentages for tuition is used:
- If a student withdraws before the start of the first MOD in the semester, the full 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 associated with the classes in the current MOD and all of the tuition associated with the classes in the second MOD of the semester will be refunded.
- If a student withdraws after the census period but before the start of the second MOD of the semester, the tuition associated with the courses in the second MOD of the semester will be fully refunded.
- If a student withdraws after the start of the second MOD, but before the end of the second MOD census period, 90% of the tuition associated with the classes from the second MOD of the semester will be refunded.
- If a student withdraws after the census period for the second MOD of the semester, no tuition will be refunded for that semester.

* Semester (payment period) is two 8-week Modules. The semester schedule is based upon the start date of the student.

** Census period is the first 10 calendar days of each MOD.

Return of Unearned Title IV Funds

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:
1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, EMDC, etc…
2. The student

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the University. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Beal University will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

Title IV Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant and SEOG, the grant money will be disbursed directly to the student's account at the University within forty-five (45) days of the student's withdrawal or graduation date.

If a student is eligible for a disbursement of loan funds (different from Pell Grant), the University will send the student a written notice within thirty (30) days of the student's withdrawal or graduation date indicating the type and amount of the eligible disbursement. If the student would like the post-withdrawal disbursement applied to their account, they must give the University a written approval within fourteen (14) days of the notice. Once the student has given their approval the eligible loan funds will be disbursed to the account. After outstanding institutional charges are paid and if excess funds remain, the excess funds will be provided to the student within fourteen (14) days of the Credit balance occurring on the student's account.

Academics
Add / Drop Policy
Students may be able to add a course before the start of the MOD by contacting the office of the Registrar. No classes may be added after the first week of the MOD start. Students requesting to drop a class must do so within the first five (5) days after the MOD start. Students must meet with Student Services to determine the effect of the dropped class(es) on the individual student's academic scheduling, tuition adjustment, and potential financial obligations.

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.

Academic Dishonesty
Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, self-plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Beal University students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. The work of others includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating, including plagiarism or self-plagiarism, will result in an "F" grade for the assignment. If the offense occurs again, the student will receive an "F" for the course and may be grounds for dismissal from the University.

Academic Freedom
Beal University provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the University curriculum. Instructors at Beal University are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Academic Year and Schedule
Beal University schedules six (6) modules in a twelve (12) month period for its programs.

Each program term meets for eight (8) weeks. Full-time students take a minimum of twelve (12) Semester Credit hours per payment period. An academic year in credits is thirty (30) credits for the Associate Degree in Nursing program and twenty-four (24) for all other programs. An academic year is thirty (30) weeks in length. Full-time students will typically take two (2) courses each eight (8) week module.

Advanced Academic Standing
Course credit may be awarded by examination and transfer of credit. The Registrar department is responsible for approving all transfer of credits and the Academic Department for approving transfer credits by examination. Advanced standing credit is assigned a grade of "TC". Advanced academic standing counts toward meeting graduation requirements, however, these credits could not count toward satisfactory academic progress (see the Satisfactory Academic Progress section). Tuition will be adjusted accordingly for course credit.

No more than 75% of the credit hours in any program may be awarded either by transfer of Credit and/or by examination from an external institution. Transfer credit evaluation must be completed prior to a student starting in a course. A student cannot receive transfer credit for a course they are currently attending.

Students currently enrolled at Beal University 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 the Beal University 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 University Registrar's Office.

Transfer of Course Credit from Other Institutions
Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Beal University. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Students transferring in science classes must have a C+ or higher. Technical/Concentration coursework must be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years; anatomy and physiology and microbiology courses must not be more than five (5) years or older. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Beal University course, credit will not be awarded.

Effective 05/03/2021 (MOD 5 starts):
Transfer Credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Students who have completed a Bachelor's degree, with no time limitation imposed, prior to transferring to Beal will receive transfer credit for each of the following classes, (if applicable to program enrolling in at Beal):

EH102	Speech
EH111	College Composition
ENV101	Environmental Geology
HY103	U.S. History 1865 to the Present
MS110	College Algebra *
PY101	Introduction to Psychology
SC101	Introduction to Sociology
CS115	Introduction to Computer Concepts and Applications

*for Associate degree of Nursing, the transferring in of MS110 must follow the below eligibility.

Course Credit will be awarded for courses that are comparable in scope, content and number of Credits to courses offered at Beal University. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Students transferring in science classes must have a C+ or higher. Technical/Concentration coursework must be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years; anatomy and physiology and microbiology courses must not be more than five (5) years or older. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial Credit for a course; however, similar courses may be combined to allow for full Credit transfer. If a student has a sequence or combination of courses that are worth fewer Credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Beal University course, Credit will not be awarded.

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to semester credits. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5).

To obtain transfer credit, the Beal University Registrar's office must receive an official transcript in English from the other institution prior to the course's scheduled start date. The transcript will be reviewed by the Registrar's office. A student may be required to produce a catalog, course description or other supporting documentation. Transfer credit evaluation must be completed prior to a student starting in a course. A student cannot receive transfer credit for a course they are currently attending.

Transfer of Course Credit from Beal University
Transfer credit will be considered from previous program so long as the student earned a passing grade, typically higher than a C. The previous course work must be at the 100 level or higher and the University will evaluate the course description as compared to the current course description. The Academic Advisory Committee will make the final determination on the transferability of the course from the previous program.

Advanced Placement Exam Scores

The University participates in the Advanced Placement Program administered by the College Entrance Examination Board. Students who demonstrate superior performance in the Advanced Placement Examination will be awarded Advanced Placement credit. See the Advanced Placement Equivalency Chart for more specific information concerning the course equivalents. Beal only accepts AP Exams in certain courses in which specified scores have been earned. AP exam subjects that do not match the pre-determined equivalent, noted below, maybe considered for equivalency credit on a case-by-case basis.

Official College Board transcripts must be provided to the Registrar's department for evaluation prior to enrolling in the first term/MOD.

Subject	Minimum Exam Score	Beal Course Equivalent	Credits
English Language & Composition	3	EH111 - College Composition	3
English Literature & Composition	3	EH111 - College Composition	3
Comparative Government and Politics	3	HY103 - US History 1865 to the Present	3
European History	3	HY103 - US History 1865 to the Present	3
Human Geography	3	SC101 – Introduction to Sociology	3
Macroeconomics	3	GEN315 - Principles of Economics	3
Microeconomics	3	GEN315 - Principles of Economics	3
Psychology	3	PY101 - Introduction to Psychology	3
US Government and Politics	3	HY103 - US History 1865 to the Present	3
US History	3	HY103 - US History 1865 to the Present	3
World History	3	HY103 - US History 1865 to the Present	3
Biology	3	BIO210 - Biology	4
Chemistry	3	CHEM240 - Chemistry	4
Computer Science	3	CS115 - Introduction to Computer Concepts and Applications	3
Physics 1: Algebra Based	3	PHY200 - Physics I	4
Physics 2: Algebra Based	3	PHY210 - Physics II	4
Calculus AB or BC	3	MS110 - College Algebra	3
Environmental Science	3	ENV101 - Environmental Geology	3

Proficiency Credit

Beal University allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is $150 per course. Students must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the University. The student may take the test out exam at any Beal University location and must present a valid (non-expired) form of identification (i.e., driver's license, state issued ID, military ID, etc.). In order to successfully pass a proficiency examination a student must score 77% or higher. Proficiency examinations may be attempted only once. Proficiency credit awards, in addition to any awarded Advanced Academic Standing, may not exceed more than 25% of the credits in the student's program of study.

Attendance

Though Beal University is a non-attendance taking institution, the University emphasizes the need for all students to participate in classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Participation is critical to proper skill building and achieving competency in the learning outcomes in each program.

Students are expected to actively participate, in both on-campus and distance education classes. Students at Beal University are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up.

Students are advised to call the instructor of the course(s) when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. A message may be left with anyone answering the phone.

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 and are nonrefundable. 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 three 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.

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Academic Department and/or Chief Operating Officer. The student must complete this process within the first two weeks of the end of the module. All grades are considered final thirty (30) days after the end of the module.

Change of Program

Students may change educational programs at Beal University during their enrollment. Students must contact the Academic/Student Services Departments to determine if the Admissions Requirements can be met for the new program. Because the program requirements differ, not all of the course Credits may transfer. A student's current Satisfactory Academic Progress (SAP) status may carry over to the new program of study (see Satisfactory Academic Progress section). Students not making SAP may transfer programs of study.

Class Size

The maximum class size is 42 students for on-ground courses and 50 for online, and the average student-to-teacher ratio is 20:1.

Copyright Policy

It is the policy of Beal University to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Beal University.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Unless the doctrine of fair use would clearly apply to the situation, Beal University recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don't copy the work.

Course Schedules and Registration

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Students may be scheduled for an online or on-ground course delivery. Days and times of may vary by program and may change from module to module.

Students are registered for courses by the Registrar's office.

Degrees and Certificates

A diploma is awarded to graduates when all program requirements are met and financial obligations are current. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Electronic Communications Policy

Purpose:
The purpose of this policy is to establish the appropriate use of all electronic broadcasting tools, as well as media that will be provided to Beal University. This policy applies to all Users of the systems including but not limited to; students, faculty, staff, and administration.

This policy applies to all Beal University communication systems utilized, such as (but not limited to):
- Any or all messaging,
- Collaboration
- Publishing
- Broadcast or distribution system that depends on electronic communication resources to: create, send, forward, reply, transmit, distribute, broadcast, store, hold, copy, download, display, view and read.
- Print electronic documents for purposes of communication across an electronic network systems between individuals and/or group(s), which is either explicitly established as a system for electronic communications or is inherently used for such purposes.

Policy
Beal University Users are anticipated to use exceptional discernment when using the communication systems. The electronic communications that are either sent or received by Beal University-owned communication systems are the property of Beal University and will be subject to the Terms of Use. It is required that any and all communications uphold the Family Educational Rights and Privacy Act FERPA.
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Terms for all Use
It is recommended that Beal University Users access and review their email daily and respond within 24 hours (excluding weekends) to stay current with Beal University related communications. It is advised that all Beal University users must be made aware that certain communications could perhaps be time-sensitive.

Beal University Users are obligated to take the necessary precautions when:
- Replying to/clicking on/following links in emails/messages that seem out of the ordinary
- From an unrecognizable address
- Include strange and inconsistent verbiage
- Asking for personal information
- Seeking any financial benefit

If an email appears to be from a known address, however, the contents are questionable, Users are asked not to engage or respond to the email. In the event, a User believes their Beal University account has been compromised they must notify Beal University's Information Technology Administrator immediately at 207-307-3900.

Please be aware: Phishing is a type of attack, attempted by an individual and/or group to steal personal information, credit card numbers, Social Security Numbers and other sensitive data from unaware users. Phishing emails are

designed to resemble as if they have been sent from an authorized organization or a recognized individual. Their intent is to entice users to click on a link that will take the user to a fraudulent website that appears legitimate. The fraudulent website may then ask to provide personal information, such as account usernames and passwords, which can further expose them to future compromises.

Student Specific Use
The electronic communication systems are contracted for academic use only. Beal University email accounts may not be used to create or entrust unsolicited bulk messages (known as 'spam'), with content that is specifically intended for commercial gain, and/or the content within the message(s) violates applicable state or federal laws.

Beal University students are solely held responsible for all content created and/or transmitted while using the Beal University communication systems.

Beal University is to not be held responsible for the content received by the student, that which is from another person or entity, and additionally is not to be held liable for any:
- Physical
- Emotional
- Monetary or mechanical damage rising from the use of the system

The student's email and system accounts are Beal University-owned and are subject to inactivation at the University's sole discretion.

Employee-Specific Use
Beal University's electronic communication systems are intended only for business function and, as such, the employee email accounts or other electronic communication systems accounts may not be used to create or entrust unsolicited bulk messages (known as 'spam'), with content that is specifically intended for commercial gain, and/or the content within the message(s) violates applicable state or federal laws.

Beal University employees are solely held responsible for all content created and/or transmitted while using the Beal University communication systems.

Beal University is to not be held responsible for the content received by the student, that which is from another person or entity, and additionally is not to be held liable for any:
- Physical
- Emotional
- Monetary or mechanical damage rising from the use of the system

In the unfortunate event of termination from Beal University, the employee's email and all other accounts will be immediately terminated unless the employee is a currently registered as a Beal University student.

In the event of an employee with an email account and system accounts enrolls as a student at Beal University, the accounts in use by that employee will remain subject to this policy.

Employee email and all accounts are Beal University-owned and are subject to inactivation at the University's sole discretion.

Externship/Clinicals

For programs requiring an externship, the policies and grading are the same as required for other academic coursework. Days, hours, dress code, responsibilities, etc., are dependent on the requirements of the externship facility. During the externship, a student will be evaluated in the areas of professional performance, work habits, initiative, etc. If a student is unable to reach minimum competency in the extern facility, she/he will be required to return to the University for remedial assistance and/or serve additional externship hours. Students are required to submit weekly attendance documentation to the University while on externship.

Some externships require students to have an interview prior to be accepted to the site, criminal background checks, immunizations, and/or a health clearance. Check with the Program Director and/or Career Services and the externship site to obtain a list of required immunizations. All costs for background checks, immunizations, and a health clearance

are the responsibility of the student. For students who are pregnant at the time of externship, the externship site may or may not accept a student who is pregnant. If the student/school is not able to find a suitable externship site, the student will be withdrawn from the University and can re-enter at an appropriate time (See Re-Entry section of the catalog for more information).

In order to be eligible for externship, students must meet the requirements of Satisfactory Academic Progress (SAP) and must be current in their financial obligations to the University. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the University will be involuntary withdrawn from the University until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the University through the re-entry process. See the Re-Entry section.

All students enrolled in a health program with an externship or clinical component in a healthcare setting must complete the following prior to beginning their clinical experience:
- Current CPR certification that is valid for the length of all clinical/externship components
- Complete immunization record which may include titers
- Flu Shot (depending on season)
- Physical from a Physician
- TB test
- Hepatitis Series
- Any other requirements of clinical placement

Students on externship may be removed from an externship site for various reasons. The University expects students to conduct themselves in a professional manner at all times while performing duties at an externship site. This includes arriving on time, performing all duties to the best of their ability, and conducting themselves in a professional manner. At times, students may be removed from an externship site due to a lack of following the guidance or direction of the externship facility. In the event a student is removed, the University will evaluate the circumstances surrounding the removal and opt to either place the student at another externship facility or dismiss the student from the program. If the student is placed at a second externship/clinical facility and is removed again from the site, it will become the student's responsibility to secure a third and final externship site. Each removal from an externship site, unless otherwise approved by the Academic Dean, will be treated as an attempt of the externship course and recorded appropriately on the student's transcript. If a student refuses an externship site for whatever reason, the student will be expected to secure their own externship facility including working with the campus to ensure the externship site is appropriate for training.

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module/quarter. Students who wish to dispute a grade must complete the process within the first two weeks of the end of the module/quarter (see Change of Grade). All grades are considered final thirty (30) days after the end of the module.

Grading Scale*

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	95.0-100		4.00	Y	Y	Y	Y
A-	90.0-94.9		3.67	Y	Y	Y	Y
B+	87.0-89.9		3.33	Y	Y	Y	Y
B	84.0-86.9		3.00	Y	Y	Y	Y
B-	80.0-83.9		2.67	Y	Y	Y	Y
C+	77.0-79.9		2.33	Y	Y	Y	Y
C	74.0-76.9		2.00	Y	Y	Y	Y
C-	70.0-73.9		1.67	Y	Y	Y	Y
D+	67.0-69.9		1.33	Y	Y	Y	Y
D	64.0-66.9		1.00	Y	Y	Y	Y
D-	60.0-63.9	Minimum Passing Score*	0.67	Y	Y	Y	Y
F	Below 60	Fail	0.0	Y	Y	Y	Y
AU	N/A	Audit	0.0	N	N	N	N
IC	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
P	N/A	Pass	0.0	Y	Y	N	Y
PR	N/A	Proficiency	0.0	Y	Y	N	Y
R	N/A	Repeat	0.0	Y	Y	N	Y
TC	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
WF	N/A	Withdrawal Fail	0.0	Y	Y	Y	Y
WP	N/A	Withdrawal Pass	0.0	Y	Y	N	Y

*School of Nursing's grading scale is available in the program-specific student handbook.

A minimum passing score of 60% is required to pass all courses, with the exception of the following programs: All nursing courses must earn a 77% (C+) for each course listed in the "Core Concentration Requirements"; a 84% (B) for ZO115 & ZO116 (effective as of MOD5 (5/2/2022)) and a 74% (C) in the "General Education Requirements". Students enrolled in programs that contain any of these courses: HI103, HI205, MA101, MA114, MA119, MA215, MA220, MO212, MO217, ZO101, ZO201, ZO115, ZO116, and ZO211 must earn a 77% (C+) for each course taken. Further students enrolled in programs that have MO203, must earn a 74% (C). Students in the Masters in Business Administration program must earn an 84% (B) or higher in the BA690 course. In addition, refer to specific program graduation requirements.

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 and proficiency 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.

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.

A grade of WF carries 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, 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.

Incomplete
Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an incomplete grade, "IC," may be granted to a student who has completed 75% of the assignments required by the course. Students must petition their instructor, in writing, to receive an Incomplete in the course with the approval of the instructor and the Academic Department (or Program Director).

Students who are granted an incomplete will receive a grade of "IC". Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the incomplete will be changed to a letter grade. If a student would like to challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog. Students officially enrolled in an externship may receive an extension to complete externship hours. Extensions for externship courses are equal to one length of the term and expire at the end of the term (e.g. Externship courses registered in an eight (8) week academic term, a student will have an additional 8 weeks to complete missing requirements).

Failure
Any course in a program of study that is failed must be repeated and passed (See Repeating a Course). Students in the Nursing program (AAS and BS) are not permitted to fail more than two nursing concentration courses.

Withdrawal / Course Drop
A course is assigned a withdrawal grade of "W" when a student officially withdraws or is withdrawn by the University. A course withdrawal prior to week six of a MOD is not included in the calculation of a grade point average, however, it does negatively impact the rate of progress by increasing the number of credit hours attempted.

Transfer Credit
When a student receives advanced academic standing a grade of "TC" is assigned for the course. Advanced academic standing counts toward meeting graduation requirements and the Credits count toward satisfactory academic progress (see the Satisfactory Academic Progress section).

Grade Point Average
To calculate a grade point average, multiply the quality points associated with each grade times the number of Credit hours for each course. Add these quality points and divide by the total number of Credit hours.

Graduation Requirements
To be eligible for graduation, students must:
1. Complete a degree audit (emailed from Student Services)
2. Complete all required courses in Certificate, Diploma, Associate or Bachelor degree programs with a Cumulative Grade Point Average of at least 2.0;
   a. Students in the Associate Degree Nursing and Bachelors degree in Nursing program must graduate with a 2.5 Cumulative Grade Point Average;
   b. Students in a Master's level program are required to have a 3.0 Cumulative Grade Point Average
3. All accounts must be paid in full including tuition, textbooks and fees. All library books and other Beal University materials must be returned.

Holidays and Weather Closures

Occasionally the University will close due to holidays, bad weather or other natural phenomena. If the University closes for more than one (1) day, classes will meet on an unscheduled day. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance so that arrangements can be made to attend. When the University closes unexpectedly, students should anticipate making up the time before the end of the module/quarter. Online courses will not be impacted by holidays and/or weather closures.

Homework

In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Independent Study

An Independent Study (IS) allows a student to complete a course which is not otherwise available to the student due to changes in program composition, scheduling requirements, or as result of such things as maternity, illness, disability, or accident. Independent Study is a structured process whereby students complete a course by meeting the established requirements of the course using a non-traditional method. A student and faculty member will need to sign and agree to the following for the independent study course:

1. No more than 10% of the student's program can be taken via Independent Study and is only offered in residential, Credit hour programs. Courses delivered online are not eligible for Independent Study.
2. Students with a CGPA below 2.0 or in Financial Aid Probation school status are not eligible for Independent Study.
3. A faculty member qualified to teach in the discipline of the Independent Study is identified to supervise the student by the Academic Dean.
4. The student and supervising faculty complete the Independent Study Agreement; all In-Class, Lab, Quiz and Exam meeting dates and activity descriptions must be filled in on the Independent Study Course Plan for the student prior to signing of the agreement.
5. The student and supervising faculty sign the Independent Study Agreement.
6. The official Course Syllabus is affixed to the agreement.
7. The Independent Study Agreement is maintained in the student academic file.
8. The student periodically meets (at least weekly) with supervising instructor according to the Plan.
9. The student attends all laboratory sessions according to the Plan.
10. The student attends all proctored tests or quizzes according to the Plan.
11. The supervising faculty records the student's attendance and all graded events.
12. The student's attendance recorded at least weekly, and final grade are recorded in the Student Information System.
13. At the end of the module/term, for courses not supported by the Learning Management System, the student's quizzes, exams, laboratory, homework, and final grades, as documented on the Independent Study Course Plan, are provided to the Registrar for archiving in the student academic file.
14. Independent Study courses are not eligible for incomplete grades (i.e. extensions).

Involuntary Withdrawal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the University:
- academic dismissal (see Satisfactory Academic Progress and Academic Dishonesty)
- violation of the rules of conduct

The date of withdrawal will be determined by the Academic Department using academic records. Re-admission to the University following involuntary withdrawal will be at the discretion of the University. See the Re-entry section.

Leave of Absence

Any 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 semester. Approved leaves of absence must be requested in writing. Forms to declare a leave of absence are available through the Financial Aid Office. On this form, the student must indicate the future return date and the reason for leave. Approved leaves of absence may not exceed 2 MODs in a 12-month period; those students whose leave of absence exceeds the 2 MOD 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 U.S. Department of Education. A student returning from a Leave of Absence must resume training at the same point in the academic program that he or she began the Leave of Absence. Please refer to the Withdrawal section or contact the Financial aid Office for further information.

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of Credits you earn at Beal University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the Credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Beal University to determine if you're Credits, degree, diploma or certificate will transfer.

Online Courses

Beal University offers programs containing classes delivered in the online format. Beal University courses are not self-paced and must be completed as described in the course syllabus. Online courses require students to be dedicated and have self-discipline in order to succeed in their courses. The expected learning outcomes are defined on the Academic Programs section of this catalog. The graduation requirements are outlined in the Grading System section of this catalog. The student services, including advising tutoring, available for online students are comprehensive and detailed in the Student Services section of this catalog. The Library and learning resources available for online students is outlined in the Library section of this catalog.

Delivery system
Beal University courses are delivered through the learning management system, CANVAS. CANVAS is a user-friendly cloud-based learning management system that provide students a personalized learning hub in a secure and organized space for easy access. Log in is available on the University website. https://beal.edu/current-students/

Pre-requisites for Participation in online classes
Students taking courses online must complete the Student Virtual Orientation prior to the first day of the first course. Each student must successfully pass an Online Assessment Test with a score of 60% or higher. This is designed to help the school and student determine if they are able to successfully take courses in an online/digital environment. The student will be required to access and understand the University's Learning Management System (LMS). There are no exemptions for the Online Assessment Test.

Technology and Equipment Requirements

In addition, students enrolled in online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Microsoft Edge, Google Chrome, and Safari). Other system requirements include the following:

- A computer running one of the following operating systems:
  - Windows 10 or newer
  - OS X 10 – version 10.4x or newer
  - *Note: while a tablet or mobile device may be used to supplement learning, a computer is **required** for programs at Beal University.*
- A functioning e-mail account
- Access to Microsoft Office 365
- 2 GHZ Processor or better
- 4 GB of RAM (recommended)
- High-speed internet access
- A supported web browser
  - Mozilla Firefox
  - Microsoft Edge
  - Google Chrome (preferred)
  - Safari
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Adobe Reader
- A Media Player
  - Windows Media
  - Apple QuickTime

The platform for online courses is CANVAS. Students enrolled in online courses must sign in to the course during the first week of the course.

Online Student Identity Authentication and Privacy

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

Re-Entry

A student who has been voluntary or involuntary withdrawn for less than twelve (12) months and wishes to re-enter the University must contact the Student Services Office.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program. A re-entry fee will not be charged to the student.

Students re-entering into the Associate degree in Nursing program, must complete all of the Admissions Requirements outlined in the University Catalog.

Repeating a Course

A student who has received a failing grade or a withdrawal in a course, must repeat the course to meet the requirements of the student's program.

When a course is repeated the higher grade will be counted for purposes of calculating the student's Cumulative Grade Point Average (CGPA) and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see Satisfactory Academic Progress and Grading System).

A course in which a student has received a "W" or a non-passing grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the University and may not appeal the dismissal. A student will be charged for all repeats.

Satisfactory Academic Progress

In order to graduate, a student in a Diploma, Associate, Bachelor's or Master's degree program must have a cumulative grade point average of 2.0; all students must complete all courses and requirements for graduation within 150% of the total number of Credit hours in the program of study. To help students meet these requirements the University checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways: Cumulative Grade Point Average (CGPA) and Rate of Progress. Rate of Progress is the percentage of successfully completed Credit hours relative to attempted Credit hours. That is, number of completed Credit hours divided by attempted Credit hours times 100.

SAP is measured at evaluation points that occur every eight (8) weeks (i.e., every quarter). The SAP table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP. If a student does not receive Title IV Financial Aid in a term, the term does count toward the maximum time frame in the SAP calculation.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Diploma Programs	1st	Minimum of 1.0 and 50%
	2nd	Minimum of 1.5 and 60%
	3rd and thereafter	Minimum of 2.0 and 67%
Associate's / Bachelor's Degree Programs (Except AAS and BS Nursing)	1st	Minimum of 1.0 and 33.4%
	2nd	Minimum of 1.25 and 50%
	3rd	Minimum of 1.5 and 55%
	4th	Minimum of 1.75 and 60%
	5th and thereafter	Minimum of 2.0 and 67%
Associate's Degree in Nursing and Bachelor's Degree in Nursing	1st	Minimum of 2.0 and 50%
	2nd and thereafter	Minimum of 2.5 and 60%
Master's	1st	Minimum of 2.0 and 50%
	2nd	Minimum of 2.5 and 60%
	3rd and thereafter	Minimum of 3.0 and 67%

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Director or the Academic Department (see the Academic Advising section).

At the next evaluation point if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SAP, the student is placed on academic probation. If the student receives financial aid, the student may be placed on financial aid probation, also. Students on academic probation/financial aid probation will be notified via the student portal. **Students placed on financial aid probation must appeal in order to continue receiving financial aid**. (See the Appealing Financial Aid Probation section of the catalog for details).

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not make SAP, the student is dismissed from the University. A dismissed student is notified via the student portal and contacted by the Academic Department.

Regardless of the outcome of an appeal, if a VA student does not make SAP, benefits will no longer be certified, until such a time that the reason for unsatisfactory progress is resolved.

A dismissed student may appeal the dismissal. (See the Appealing Academic Dismissal section of the catalog for details). If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal. A student may not return to the University if denied more than once. If a student's appeal is approved, the student is placed on academic probation and may be eligible for financial aid with an academic plan until the next evaluation point.

Satisfactory Academic Progress and Course Withdrawals and Failures
When a student withdraws, the course is assigned a "W" grade. This grade has no grade points and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of Credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

Transfer Credit and Satisfactory Academic Progress
When a student receives transfer Credit (advanced academic standing), the transferred Credit hours do not carry grade points and therefore do not impact the student's cumulative grade point average. The total number of allowable Credit hours attempted, however, decreases by the number of Credit hours transferred to the University. For example, if a student transfers 15 Credit hours into a program with 55 Credit hours, the number of allowable Credit hours attempted will equal 55 – 15 = 40, and 1.5 times 40 = 60 Credits hours attempted allowed.

Appealing Financial Aid Probation
To appeal financial aid probation a student must write a letter to the Academic Advisory Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include: Death of a family member, An illness or injury suffered by the student, Documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should submit the appeal letter to the Academic Department or a Program Director. While the appeal is being considered by the Academic Advisory Committee, the student should continue to attend classes. During the time the appeal is being considered and the student continues to attend class, the student will continue to incur tuition charges. If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point. At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the University.

Appealing Academic Dismissal
A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Academic Advisory Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include: Death of a family member, An illness or injury suffered by the student, Documented medical condition or serious illness, Documented learning disability, Domestic violence, Involuntary call to active military duty, Documented change in conditions or employment or Special circumstances of an unusual nature which are not likely to recur. Documentation to support the appeal must be submitted with the appeal letter. The student

should submit the appeal letter to the Academic Department or a Program Director. The Academic Department will notify the student regarding the outcome of the appeal within 10 business days.

A student who is academically dismissed and does not appeal the dismissal within five (5) calendar days will be involuntarily withdrawn from the University. When academically dismissed, a student who wishes to return to the University must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Academic Advisory Committee, the student will be readmitted to the University. The Academic Department will inform the student of the appeal approval and will direct the student in the readmission process.

Changing Programs
If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of Credits attempted and in calculating GPA.

Additional Program/Credentials
If a graduate of the University enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the Credits attempted in calculating the Rate of Progress.

Academic Advising
Students not making satisfactory academic progress must meet with the Academic Department or a Program Director for academic advising, within seven (7) days of the SAP notification, to develop an academic improvement plan. Further, weekly meetings must occur with the students and academic department during the SAP period. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Academic Department or their Program Director to determine progress toward completing the plan.

Textbooks
Beal University maintains a bookstore that carries all necessary books and supplies. Textbook book titles, ISBN numbers, and other pertinent information are posted in the bookstore and on the Beal University website prior to the start of each module.

Transcripts
Beal University will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their student account, a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on their student account. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their student account balance. The University archives academic transcripts indefinitely.

Voluntary Withdrawal
Students may voluntarily withdraw from the University by providing official notification either orally or in writing of their intent to withdraw to Student Services. Re-admission to the University following voluntary withdrawal will be at the discretion of the University. See the Re-entry section.

Student Services
Career Services
The Career Services Department and Academic Department (Program Directors and Externship) work closely together to develop a network of employers which will utilize current students, on-campus and online, and graduates program outcomes.

The Career Services Department aids student and graduate placement by educating the community of program outcomes; actively seeking open employment needs through business to business (B2B) marketing (in person and on the telephone), website searches, and through professional networking associations. Once a student/graduate opportunity is found, the Career Services department verifies skills use, gathers information from the employer

regarding the position, company culture, and other necessary work success components, and then begins the process of selecting qualified graduates to speak with and matriculate through the interview and hiring processes.

Career Services works hand-in-hand with students during the last months of their program to ensure students are presented with information about gaining and keeping a job. In the later portion of the Externship, students who appear unlikely to be offered a job from their externship are identified, allowing career services to reach out more aggressively and actively prep students for their job search. Career Services assists students throughout their studies with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews, follows up with both employer and graduate regarding the interview and potential hire, and provides ongoing job notices/opportunities.

Prior to a student's graduation, Career Services schedules an Exit Interview to discuss student needs and to verify the student is prepared for their job search. This process may include coaching and/or distributing information and scheduling follow up appointments in the areas of:
1. Resume preparation.
2. Job search techniques, including how to navigate popular websites and how to network in the community.
3. Completing online applications.
4. Mock interviewing / interview tips / interview follow-up.
5. Arranging a plan of contact in order to maintain a working relationship with Career Services after graduation for continued assistance in securing work in his/her field of study.

Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the University in order to evaluate and improve on our programs and services.

There is no guarantee of employment or of a minimum starting salary. No one is authorized by the school to make such guarantees.

Library and Center for Teaching and Learning

The Beal University Library and learning resources system is a traditional and virtual library. The traditional library provides access to physical resources such as books, access to magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, and an extensive collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up. Students and faculty are encouraged to use the library for educational and professional development purposes. All materials in the library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials are for library use only.

The University's Center of Teaching and Learning led by the distance education administrator, and staff, support students in utilizing the learning resource system, CANVAS, effectively and efficiently. CTL provides support for students who have questions about coursework, educational technology, study skills, and has the ability to generate additional training in CANVAS as needed. The University provides support processes that contribute to student success and are integrated with all aspects of the educational experience, and consistently reinforced throughout the tenure of the student.

Library Circulation Policy

Library patrons must possess a current Beal University ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current Beal University ID. Borrowing privileges are suspended once a patron has kept library material(s) two (2) weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The Librarian will determine when an item is damaged beyond repair and must be replaced.

In order for students to register for courses, to use placement assistance services, to receive Beal University transcripts, and to graduate, they must be in good standing with the library, to include returning overdue materials and having any assessed fees paid-in-full.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

Policy on Accommodation for Disabled Individuals

Beal University's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The University provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Director of Compliance at the contact information below.

How Reasonable Accommodations Are Decided Upon
When deciding whether a requested accommodation is reasonable, Beal's Director of Compliance will rely upon the following elements:

1. The appropriate documentation of the disability by a qualified professional and any recommendations made by the diagnosing professional;
2. A student's request for a given accommodation;
3. Barriers that might result from the documented disability in the campus environment;
4. Accommodations that might remove such barriers;
5. Whether a student may obtain access to the course, program, service, activity or facility without a given accommodation (that is, whether the student is otherwise qualified for participation in the course or program);
6. The relative cost and burden of providing the accommodation given the size and resources of the school;
7. Whether or not essential elements of the course, program, service, activity or facility are compromised by the requested accommodation; and
8. Whether if, even after the accommodation is given, a student can perform the essential functions of the educational program.

Academic adjustments are based upon an individualized assessment of the student's needs. Ideally, initial accommodation requests should be made prior to the start of class so that the student has the necessary resources in place prior to attending class. All requests should be made in writing to the Director of Compliance, who will coordinate the school's effort to provide assistance to students with diagnosed disabilities that substantially limit a major life activity.

Once the student has provided appropriate documentation from a professional qualified to diagnose his or her disability, submitted a written request for an accommodation to the Director of Compliance, and met with the Director of Compliance or Student Services staff to discuss the accommodation services request, the Director of Compliance will then invite faculty for courses in which the student is registered to review the accommodation services requested. Ultimately, Beal's Director of Compliance, is responsible for determining whether a given request may interfere substantively with the requirements of a course. If he so determines, the student will be informed in writing within 14 days of the original request for accommodations and invited to appeal any negative decision on accommodations resulting therefrom. The student denied accommodations has the option to write a letter appealing the decision, including providing additional relevant information, to Beal's Chief Operating Officer within 14 days of the denial of services. Beal's Chief Operating Officer will respond in writing to the appeal within 14 days.

ADA and Section 504 of the Rehabilitation Act Grievance Procedure
As stated in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, qualified students with disabilities have the right to request accommodations and to receive fair treatment within the educational system. Beal is dedicated to resolving conflicts and disagreements regarding requests for reasonable accommodations. Please note all other complaints not based on request for accommodations or academic adjustments due to a disability are processed pursuant to the University's general Grievance and Appeals policy set forth in this handbook.

If you feel that you have been subjected to unfair or improper treatment with respect to a request for a reasonable accommodation due to a disability or have been discriminated against due to a disability you may contact the Director of Compliance. The process and timeline for filing a grievance are as follows:

1. Students shall express their concern initially with the appropriate faculty/staff member involved in the conflict in an informal manner. The Director of Compliance should be contacted at the same time by the student to clarify rights and procedures for both parties.

The Director of Compliance will keep detailed notes as to the date each step of the accommodations or discrimination grievance process has occurred in order to ensure that the student's request has been fairly addressed. The grievance process will be fully documented including notes recorded of pertinent discussions.

The Director of Compliance will further retain all requests for accommodation and complaints of discrimination, supporting documentation, including the date(s) of the request(s) for academic adjustments or services, the nature of each request, the final determinations and the reason(s) for any denials in the student's file.

2. If the complaint is unresolved after the informal discussion, the student may file a formal, written statement of the problem with the Director of Compliance. The written complaint to the Director of Compliance must clearly state the basis for the complaint (i.e., the who, what, where, when, and why), and must:
- Clearly state the nature and basis of the grievance;
- Be signed and dated;
- Provide the name(s) of the person(s) alleged to have engaged in unfair or improper treatment due to a disability;
- Document specifics of the incident(s) in question; and
- Identify any known witness(es) who have knowledge of the allegations.

Note: In cases of alleged illegal discrimination based on race, sex, or handicap, the Director of Compliance will contact Beal's Chief Operating Officer prior to advising the student about course of action.

3. The Director of Compliance, in consultation with Beal's Chief Operating Officer, will conduct an investigation. Beal's Director of Compliance will respond in writing to the student within 14 days of the filing date of the complaint. As appropriate, Beal may designate different persons to review cases or may consolidate complaints when such action is consistent with administrative efficiency and a fair resolution of the problem. Written notification will be provided to the student in such a case.

4. If the student feels that the decision is arbitrary and capricious, or if they have new evidence to present, the student may appeal in writing to Beal's Chief Operating Officer within 14 days of the decision. If no appeal is made in writing to Beal's Chief Operating Officer within 14 days of the decision, then the decision shall be final. Upon appeal to Beal's Director of Compliance, the following must be done:
- A copy of the appeal must be submitted to Beal's Chief Operating Officer; and
- Upon appropriate review, the appellate determination must be communicated in writing to all parties involved within 14 days of the date of the appeal.

5. At any state of the grievance procedure, if it was determined that law and/or University policy was violated, a remedy to the problem will be offered. If it was determined that there was no violation, the complainant will be notified within 14 days and other options for possible resolution of the complaint will be explained, including the right of the student to contact the Office of Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921. The office can also be reached at 617-289-0111 or at ocr.boston@ed.gov.

Student Services

Beal University is committed to the academic and personal support of all of our students, on-campus and online. Student services work collaboratively with other departments by offering answers to student's questions about their degree programs, aid students in understanding policies and processes, making financial decisions as it relates to attending classes, and work to promote high quality interactions between students and faculty. In addition, Beal University Student Services department can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Student Services Office immediately to learn of any resource the University has available. Student Services (https://beal.edu/student-services/) can be contacted at ss@beal.edu or 207-307-3900.

Student Advising

The University has comprehensive academic advising available for students, on-campus and online, to enhance the quality of the education at the University. School Deans and Program Directors are available for academic advisement, clarification of degree requirements, registration and academic program assistance as well as course content support. Students may experience educational, personal, or financial problems during their enrollment. The University welcomes the opportunity to assist students in providing individual meetings and tutoring to support the students achievement of learning outcomes. Students experiencing concerns in these areas are advised to contact their instructor, Program Director and School Dean. Refer to your course syllabi for contact information of the faculty. Students requiring other types of assistance beyond academically related will be advised to contact the Student Services Office at ss@beal.edu or 207-307-3900.

Student Conduct

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:
1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while attending the University or clinical/externship:
1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of University documents.
2. Theft or destruction of University or the private property of individuals associated with the University.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
12. Externship/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

Students using sponsored Beal University social media sites, such as pages in Facebook and Instagram, are expected to conduct themselves in a manner that complies with the terms of the student code of conduct. The code of conduct also applies to those students who identify themselves with Beal and/or use their Beal University email address in social media platforms such as professional blogs, LinkedIn, Facebook, etc.

While Beal University does not typically provide editorial review of the content of social media sites used by its students, Beal University does reserve the right to ask students to take down content that is deemed in violation of the student code of conduct, from third party complaints, applicable law or regulation, or computer and network management concerns.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the University. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Beal University to future employers. Beal University reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students, and/ or the University.

Illegal Drugs and Alcohol

Beal University has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the "yellow pages" of the local phone book under "Alcohol and Drug Abuse."

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest. Exceptions are made for on duty officers in uniform.

Campus Dress Code

Beal University does not have a formal dress code. However, Beal is a university 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.

Academic Advisory Committee

The Academic Advisory Committee (AAC) is comprised of faculty and administrative staff members. The AAC is a decision-making body of the University. The AAC reviews academic policies and procedures, curriculum for all programs and other academic matters. In addition, the AAC serves as a hearing board for student appeals on academic related issues. The AAC can be contacted at AAC@beal.edu.

Student Complaint, Grievance and Appeals Policy

This policy applies to all grievances and appeals which are not based on request for accommodations or academic adjustments due to a disability which are processed pursuant to the ADA and Section 501 of the Rehabilitation Act Grievance Procedure set forth in the Accommodations Services Handbook. Occasionally, a problem may arise between a student and another party, or with some aspect of the University. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: If academically related, communicate with the appropriate instructor, Program Director and School Dean. Faculty member will meet with the student to discuss the issue. If compliant is non-academic related, communicate with Student Services department. If student feels the issue remains unresolved proceed to Step 2.

Step 2: Communicate with the Chief Operating Officer. The Chief Operating Officer will meet with the student to discuss the issue. The Chief Operating Officer may also meet with the other party(ies) to attempt to resolve the issue. COO will communicate the University's final decision.

Step 3: If student wishes to appeal decision, the student must complete an Appeal Form. The form can be obtained from the Chief Operating Officer or Student Services department. The student must submit the compliant form to the Academic Advisory Committee (AAC) as required on the form.

Step 4: If the appeal is grade related, the student has fourteen (14) days from the end of the MOD for which the grade was earned, to submit the appeal form.

Step 5: The COO will communicate with the complainant the date the Academic Advisory Committee will meet.

The following steps must be followed:
      a.   The complainant must complete an appeal form in its entirety.
      b.   All documentation must be received with the completed form.

Step 6: The AAC will review the appeal and supporting documentation. If the AAC deems necessary, the complainant will be requested to attend the meeting. The Academic Advisory Committee has the responsibility for communicating the final decision, within fourteen (14) days, to the student with consideration of the best interests of the student and University.

Step 7: The Registrar will communicate, in writing, to the complainant the AAC's final decision.

Other interested individuals or agencies with a concern or grievance should contact Beal University administration with any questions or concerns. A student or any member of the public may file a complaint or appeal about this institution with the State of Maine, Department of Education, 23 State House Station, Augusta, ME 04333 (PH: 207-624-6000). In addition, 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. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Chief Operating Officer or online at www.accsc.org. The ACCSC Compliant Form is submitted to the Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, 707-247-4212, www.accsc.org. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Students taking courses online have the right to file a complaint in either their state of residence OR the state where the host campus is located using the following address http://ncsara.org/

Nursing students only: Maine State Board of Nursing 161 Capitol St. 158 State House Station Augusta, Maine , 04333-0158 Phone: (207) 287-1133. https://www.maine.gov/boardofnursing/.

Some of the agencies that provide funding for students may have separate Grievance procedures. Students receiving Veterans Benefits or Military Personnel Benefits may visit https://www.benefits.va.gov/GIBILL/Feedback.asp.

Student Sexual Harassment Policy

Introduction
Beal University, (the "University") is committed to providing a working and educational environment for all faculty, staff, and students that is free of unlawful harassment, sexual violence, discrimination, and retaliation. University policy prohibits harassment or discrimination based on race, religious creed, color, national origin, ancestry, marital status, sex, military and veteran status, physical and mental disability, medical condition, age, sexual orientation, gender, gender identity, gender expression, genetic information, volunteer or internship status, or any other classification protected by the federal, state or local law. In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), the University prohibits discrimination based on sex, which includes Sexual Harassment (as defined below), and adopts the policy and procedures set forth herein to ensure a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment or on the basis of a protected class or status, and for allegations of retaliation (the "Policy").

This Policy applies to all persons involved in the operation of the University and prohibits sexual or other unlawful harassment or discrimination by any employee of the University, as well as students, customers, vendors or anyone who does business with the University. It further extends to prohibit sexual or other unlawful harassment or discrimination by or against students of the University. Any employee, student or contract worker who violates this Policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the University does business engages in sexual or other unlawful harassment or discrimination, the University will take appropriate corrective action.

As part of the University's commitment to providing a harassment-free working and learning environment, this Policy shall be widely disseminated to the University community through publications, the University website, to all employees and students, to all applicants for employment and admission, at new employee orientations, student orientations, [to all unions and professional organizations holding collective bargaining or professional agreements with the University], and other appropriate channels of communication. The University provides training to key staff members to enable the University to handle any allegations of Sexual Harassment promptly and equitably. The

University will quickly respond to all reports of Sexual Harassment and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this Policy.

Inquiries about the application of Title IX and this Policy may be directed to the Title IX Coordinator or the Assistant Secretary for Civil Rights of the U.S. Department of Education (contact information below).

DEFINITIONS
Advisor means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

Complainant means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, discrimination, or retaliation.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Covered Program means an education program or activity over which the University exercised substantial control over both the Respondent and the context in which the sexual harassment occurred.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Final Determination means a decision by [the preponderance of the evidence] that the alleged conduct did or did not occur and whether it did or did not violate this Policy.

Formal Complaint means a document signed by the Complainant or signed by the Title IX Coordinator alleging Sexual Harassment, discrimination, or retaliation in violation of Title IX.
Investigator is the person(s) charged by the University with gathering evidence and preparing an investigative report.

Parties means the Complainant and Respondent.

Respondent means the individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment, discrimination, or retaliation.

Retaliation means taking a materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any person because that person made a complaint, participated, or refused to participate in any part of the process associated with this Policy.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Sexual Harassment is broadly defined to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: (1) Any instance of *quid pro quo* harassment by a University employee; (2) any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and (3) any instance of sexual assault, dating violence, domestic violence, or stalking.

Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after filing of a formal complaint or where no formal complaint has been filed.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Title IX Coordinator

The following individuals serve as the Title IX Coordinator at their respective University campuses and have the primary responsibility for coordinating the University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent Sexual Harassment, discrimination, and Retaliation. Questions about this Policy, Complaints, or notice of alleged violations can be made by contacting the appropriate Title IX Coordinator.

Campus	Title IX Coordinator	Phone	Email	Address
Beal University	Bonnie Shumate	207-307-3900	bshumate@beal.edu	99 Farm Road Bangor, ME 04401

In addition, the University has designated the Chief Operating Officer of each campus as a person with authority to address and correct Sexual Harassment, discrimination, and Retaliation.

Campus	Chief Operating Officer	Phone	Email	Address
Beal University	Steve Villett	207-307-3900	svillett@beal.edu	99 Farm Road Bangor, ME 04401

In addition to the foregoing individuals, the University has directed all of its employees to report any knowledge they have of Sexual Harassment, discrimination, and Retaliation to their Title IX Coordinator.

Office of Civil Rights

You may also contact the U.S. Department of Education's Office for Civil Rights, the federal agency responsible for overseeing Title IX.

> **Assistant Secretary for Civil Rights**
> Office for Civil Rights
> U.S. Department of Education
> 400 Maryland Avenue, SW
> Washington, D.C. 20202-1100
> Phone: (800) 421-3481
> TTY: (800) 877-8339
> Email: OCR@ed.gov
> www.ed.gov/ocr

Filing a Complaint

Anyone can report a violation of this Policy. You may report alleged violations of this Policy in the following ways:

1. Submit a Formal Complaint to the appropriate Title IX Coordinator. You may submit a Formal Complaint in person during business hours or at any time by using the email or mailing addressed listed for the Title IX Coordinator.
2. Submit an informal complaint in person during business hours or at any time by using the telephone numbers, email addresses, or mailing address listed for the Title IX Coordinator or the Chief Operating Officer.

Formal Complaint Resolution/Grievance Process

The University is committed to equitably and promptly responding to reports of Sexual Harassment. Once a Formal Complaint is submitted, the University will proceed through the following steps:

1. Supportive Measures will be offered to the Complainant and the Respondent;
2. The Title IX Coordinator will provide notice of the Formal Complaint, including the allegations contained therein, to the Respondent;

3. The Respondent will be presumed to be not responsible for the alleged conduct until a determination d. regarding responsibility is made at the conclusion of the grievance process;

4. The Title IX Coordinator will determine if removing the Respondent on an emergency basis is warranted; and if such action is taken, the Respondent will be given the opportunity to meet with the Title IX Coordinator to offer reasons for why the Respondent believes the action is not warranted;

5. Both the Complainant and the Respondent will be offered an Advisor by the University and informed of their right to choose their own Advisor;

6. The Title IX Coordinator will assign an Investigator to gather all relevant evidence (both inculpatory and exculpatory) and prepare a report detailing their investigative findings;
   a. The burden of gathering evidence and the burden of proof rests with the University, not with either the Complainant or the Respondent;
   b. Respondent will be given written notice setting forth the date and time of any interviews with the Investigator;
   c. The Complainant and Respondent have the right to be accompanied by an Advisor during interviews with Investigators;
   d. The Complainant, Respondent, and their Advisors, will be given a copy of the investigative report and given at least ten (10) days to review and respond;
   e. The Investigator may then amend their report to include the additional evidence;
   f. Investigations are conducted in an expeditious manner, usually within thirty (30) days; however, depending on a variety of factors (e.g., complexity of case, availability of witness, etc.), additional time may be required when good cause is shown.

7. The Title IX Coordinator will review the investigative report and any responses to the report provided by the Parties, and then make a determination as to whether evidence exists that Sexual Harassment occurred within the University's educational program or activity.
   a. If the Title IX Coordinator determines that there is evidence that Sexual Harassment occurred within the University's educational program or activity, the Formal Complaint will be scheduled for hearing; or
   b. The Title IX Coordinator will dismiss the Formal Complaint and provide the Complainant and Respondent a written explanation describing the reasons for the determination (*Note*: *Dismissal of a Title IX Formal Complaint does not mean that the responsible individual cannot be held responsible for conduct that violated any University policy or code of conduct*).

8. When a Formal Complaint is referred to hearing, the hearing process will proceed as follows:
   a. The Parties and their Advisors will be given at least ten (10) days' advance notice of the hearing date and time;
   b. The hearing notice will contain specific information about the hearing process, however, all hearings will allow for the following:
      (1) The presence of the Parties' Advisors;
      (2) The opportunity to present evidence, present witnesses, and to cross-examine the other party's witnesses;
      (3) An impartial adjudicator who will run the hearing and make written findings consistent with the evidence presented and applying the preponderance of the evidence standard; and
      (4) The impartial adjudicator will make a Final Determination that will, among other things, detail their conclusions, rationale, and summarize the evidence considered (including credibility determinations), and any disciplinary sanction or remedies the University will impose on the Respondent.

9. The Title IX Coordinator will be responsible for the effective implementation of any remedies contained in the Final Determination. The range of potential sanctions include, up to and including suspension or dismissal from school.

10. Any party may request an appeal of a Final Determination to the Chief Operating Officer within three (3) days following receipt of the Final Determination. The Final Determination will only be overturned if the appellant cites to a procedural irregularity that affected the outcome, new evidence that was not available at the time of the hearing, or presents evidence that the Title IX Coordinator or adjudicator had a conflict of interest that affected the outcome.

Additional Provisions

A Complainant may withdraw their Complaint at any time and the University will respect such request unless the Title IX Coordinator determines that investigating the allegations is necessary for the maintenance of a safe and discrimination free educational environment and is otherwise reasonable in light of the circumstances.

The University recognizes that Sexual Harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this Policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant will be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Title IX and this Policy do not alter the University's commitment and obligations not to discriminate on the basis of sex imposed by Executive Order 11246, as amended; section 704 and 855 of the Public Health Service Act (42 U.S.C. 298b-2); Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e *et seq*.); the Equal Pay Act (29 U.S.C. 206 and 206(d)); any rights guaranteed by the United States Constitution, any other Act of Congress or Federal Regulation; any applicable State or local law or regulation; or any other University policy, rule, or regulation.

General Information

Administrative Hours of Operation

Beal University administrative office hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday.

Articulation Agreements

Beal University has entered into articulation agreements with other Universities and they are listed on the University's website.

Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the University. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

Children on Campus

Students may not bring children with them to Beal University. It is disruptive to others and it may be hazardous for the children. Beal University is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Beal University does not permit students to bring children to the school.

FERPA

Based on the Family Education Rights and Privacy Act (FERPA), Beal University students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Academic Department. Beal University will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Academic Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

In compliance with FERPA, Beal University will release "directory information" on all students. Directory information includes student names, student statuses, professional certifications, Beal University awards for high school seniors, academic award and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Beal University will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Beal University may release student information without student consent to school officials. This includes Beal University officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The University is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Beal University will release student information to protect the health and safety of students, staff and faculty.

Beal University's responses to student requests for academic record amendments may be appealed in accordance with the University's Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Messages for Student

Beal University is neither staffed nor organized to deliver personal messages to students. Nonetheless, the University realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Beal University will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discrimination Policy

Beal University is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The University does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. Contact the President of the University with any inquiries and complaints regarding the Non-Discrimination Policy, generally, and the Campus Disability Services Coordinator or BEAL Compliance office with any inquiries and complaints relating to discrimination based on disability.

Photo Release

Beal University students give to the University absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Placement Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Beal University may choose to "opt out" of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

Program Disclosure

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit http://www.beal.edu.

Report a Criminal Offense

As mentioned above under "Reporting Criminal Actions" the best method of reporting a non-emergency criminal action is to fill out an "Incident Report" which can be obtained from the Chief Operating Officer or Executive Assistant. A student who wishes may also speak with the University President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security on Campus

Students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on the University campus. The University does not have law enforcement or security personnel located on the facilities.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to University policies in regards to campus security.

Beal University is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

Security Report

Beal University is committed to promoting a safe and secure environment for all campus members and visitors. Beal University has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On Beal University campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Chief Operating Officer and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Beal University is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

In compliance with federal regulations, Beal University is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report details statistics regarding campus security issues and is distributed to all faculty, staff and students as a "Campus Security Report". The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:
- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Beal University is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Chief Operating Officer. The report is available on the University website as well (Annual Campus Security Report).

Student Housing

Beal University has no responsibility to find or assist students in finding housing. The Student Services Department will be able to provide resources to students upon request.

Academic Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

Course Codes
The five (5), six (6), or seven (7) character course number assigned to each course provides substantial information. The first two (2), three (3), or four (4) characters are letters that indicate the area of study.

Undergraduate Programs
The three (3) numeric digits indicate the level of the course. Course numbers that are 100-level, are generally taken early in a program. Course numbers that are 200-level indicate courses are generally taken later in a program. Courses at the 300 and 400 level are designated for bachelor's level coursework. Further, courses at the 500 and 600 level are designated for graduate level coursework.

Credit Hours
Coursework at Beal University is measured in Semester Credit hours.

Semester Credit Hours
One (1) Semester Credit hour equals fifteen (15) contact hours of lecture, thirty (30) hours of laboratory, or forty-five (45) hours of externship/clinical.

Contact Hours
One (1) contact hour is fifty (50) minutes.

Program Modification
The University reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The University reserves the right to amend the Catalog and Student Handbook as required.

School of Business and Technology

The School of Business and Technology supports the mission and vision of the University by offering fully accredited undergraduate and graduate professional programs. We offer degrees in Accounting, Business, Human Resources, Welding Technology, and Criminal Justice. Students interested in careers in these areas can choose from many options at both the undergraduate and graduate levels.

<u>Vision Statement for the School of Business and Technology:</u>
The Beal University School of Business and Technology provides exceptional academic programs in a student-centric environment to empower our graduates to excel in their chosen profession.

<u>Mission Statement for the School of Business and Technology:</u>
The Beal University School of Business and Technology partners with our student, through our academic programs, to improve their career opportunities in the professions.

Master's in Business Administration

Length: **20 Months**   Campus: **Bangor, Maine**
Credential: **Master Degree**

The Master of Business Administration (MBA) program is a master degree program designed to enable graduates for career growth from supervisory to management or leadership positions in an organization or business. The program presents theory and practical skills for managing a business. The concepts covered in this program include but are not limited to; organizational communication, marketing, using information technology to manage, strategy planning, and human resources. In addition to participation in all courses, students will be required to complete out of class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain advancement in employment in a business-related field.

Program Outcomes:
Upon successful completion of this program, graduates should be able:
- Communicate effectively in a variety of business environments.
- Analyze and interpret data and information related to organizational activities.
- Utilize qualitative and quantitative methods to investigate and solve critical business problems.
- Integrate tools and concepts from multiple functional areas (i.e., finance, marketing, legal, ethics, and human resources.) to support business operations.
- Evaluate and integrate ethical considerations when making business decisions.
- Incorporate diversity and multicultural perspectives as a holistic approach to organizational culture and business operations. Apply knowledge to various business circumstances through a conceptual understanding of relevant business concepts and practical application.

Course Code	Course Title	Contact Hours	Semester Credit Hours
BA500	Ethical Leadership and Management	45	3.0
BA520	Organizational Behavior	45	3.0
BA525	Social and Legal Environment of Business	45	3.0
BA550	The Digital Economy	45	3.0
BA580	Financial Statement Analysis	45	3.0
BA600	Financial Management	45	3.0
BA650	Managing in a Changing Environment	45	3.0
BA675	Marketing: Social, Mobile and Analytics	45	3.0
BA690	Strategic Planning & Implementation (Capstone)	90	6.0
	Grand Total	**450**	**30.0**

Bachelor of Science in Business Administration

Length: **40 Months**   Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree**

The Business Administration program is a Bachelor of Science degree that is designed to be a foundational degree for those students desiring to enter the business industry. The Business Administration Degree Program provides foundational business knowledge, practical experience, opportunities for career exploration, and soft-skills development to help students prepare for entry-level careers in retail, banking, or marketing. The Business Administration Degree Program teaches business law and ethics based on current business practices, covering the types of practical business activities students may encounter, from functions of various levels of management to more complex management models. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see graduation requirements section of the catalog), students could enhance an existing business career, seek, or obtain entry-level employment in a business administration related field.

Program Outcomes:

At the completion of this program, students should be able to:

- Analyze the external and internal influences on business institutions and practices.
- Identify the structures in business organizations that can be managed for productivity.
- Differentiate the roles and tasks of business leaders and professionals in business, industry and nonprofit organizations.
- Use technology and resources to remain current in the student's chosen business field.
- Make effective business decisions using appropriate critical thinking processes.
- Identify and analyze legal or ethical issues that arise in business practices and institutions.
- Demonstrate effective written communication skills in a business environment.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
AC111	Principles of Accounting I	45	3.0
AC203	Managerial Accounting	45	3.0
BA100	Introduction to Business	45	3.0
BA101	Business Law	45	3.0
BA104	Principles of Marketing	45	3.0
BA105	Human Resource Management	45	3.0
BA110	Motivational Interviewing for the Business Professional	45	3.0
BA205	Organizational Behavior	45	3.0
BA208	Business Management	45	3.0
BA209	Management Communications	45	3.0
BA210	Ethics in Business	45	3.0
BA220	Organizational Strategic Planning	45	3.0
BA225	Strategic Negotiation for Business	45	3.0
BA300	Principles of Finance	45	3.0
BA305	International Business	45	3.0
BA310	Law and Ethics	45	3.0
BA315	Strategic Management	45	3.0
BA320	Project Management	45	3.0
BA325	Human Resource Executive Management	45	3.0
BA330	Operations Management	45	3.0
BA335	Leadership & Management	45	3.0
BA340	Marketing and Public Relations	45	3.0
BA345	E-Marketing	45	3.0
BA350	Small Business Strategies	45	3.0
BA360	Principles of Budgets	45	3.0
	Subtotal	**1,125**	**75.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN315	Principles of Economics	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Introduction to Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**645**	**43.0**
Other Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
	Subtotal	**45**	**3.0**
	Grand Total	**1,815**	**121.0**

Associate of Applied Science in Accounting

Length: **20 Months**   Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree**

The Accounting program is an academic associate of applied science degree that 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. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional Accounting-related field(s).

Program Outcomes:
Throughout this program, students will have the opportunity to:
- Develop a critical understanding of the field of accounting through a balance of theory and practical application.
- Develop an interdisciplinary perspective on the issues which face accounting professionals.
- Develop leadership and decision-making skills.
- Develop knowledge and form a critical understanding of the ethical dimensions of the field.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
AC111	Principles of Accounting I	45	3.0
AC112	Principles of Accounting II	45	3.0
AC117	Computerized Accounting	60	4.0
AC120	Payroll Accounting	45	3.0
AC203	Managerial Accounting	45	3.0
AC208	Computerized Accounting II	60	4.0
AC210	Federal Taxes	45	3.0
BA101	Business Law	45	3.0
BA205	Organizational Behavior	45	3.0
BA208	Business Management	45	3.0
BA209	Management Communications	45	3.0
BA210	Ethics in Business	45	3.0
	Subtotal	**570**	**38.0**
General Education Requirements (Online)			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**315**	**21.0**
Other Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
	Subtotal	**45**	**3.0**
	Grand Total	**930**	**62.0**

Associate of Applied Science in Business

Length: **20 Months**   Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree**

The Business program is an academic associate of applied science degree that prepares students to manage, direct, plan and control business operations and employee supervision. The program gives students an overview of business topics to include accounting, marketing, finance, business law and healthcare management. Through classroom lectures and case studies the students will demonstrate critical problem solving, decision making and professional skills. In addition to participation in all courses, students will be required to complete out-of-class or additional assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional business or business-related field(s).

Program Outcomes:

Upon successful completion of this program, students should be able to:

- Develop a strong and general knowledge base of information through the General Education courses;
- Demonstrate critical thinking strategies and methods in various settings;
- Develop and demonstrate communication effectively in written, oral and digital settings;
- Effectively explore and apply current business practices and strategies that will enhance various professional business settings;
- Gain knowledge in organizational planning and strategic negotiation methods used in current contexts of business;
- Develop skills in current marketing and accounting practices in business.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
AC111	Principles of Accounting I	45	3.0
BA100	Introduction to Business	45	3.0
BA101	Business Law	45	3.0
BA104	Principles of Marketing	45	3.0
BA105	Human Resource Management	45	3.0
BA110	Motivational Interviewing for the Business Professional	45	3.0
BA205	Organizational Behavior	45	3.0
BA208	Business Management	45	3.0
BA209	Management Communications	45	3.0
BA210	Ethics in Business	45	3.0
BA220	Organizational Strategic Planning	45	3.0
BA225	Strategic Negotiation for Business	45	3.0
	Subtotal	**540**	**36.0**
General Education Requirements			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**315**	**21.0**
Other Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
	Subtotal	**45**	**3.0**
	Grand Total	**900**	**60.0**

Associate of Applied Science in Cannabis Business Administration

Length: **20 Months**   Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree**

The Cannabis Business Administration program is an academic associate of applied science degree that is designed to prepare students to assist in the operations of cannabis business. The program gives students an overview of business topics to include accounting, marketing, business law and ethics as well as cannabis operations. To be employed in a cannabis business, employees must be 21 years of age, meet the requirements to obtain a state identification card, and pass a federal fingerprint test. In addition to attendance in all courses, students will be required to complete out-of-class assignments. Through classroom lectures and case studies the students will demonstrate critical problem solving, decision making and professional skills. In addition to participation in all courses, students will be required to complete out-of-class or additional assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional business or cannabis business-related field(s).students.

Program Outcomes:
Upon successful completion of this program, students should be able to:
- Develop and demonstrate communication effectively in written, oral and digital settings.
- Effectively explore and apply current business practices and strategies that will enhance in the professional cannabis business settings.
- Demonstrate and understand foundational business operations practices and approaches in the cannabis industry.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
AC111	Principles of Accounting I	45	3.0
BA100	Introduction to Business	45	3.0
BA101	Business Law	45	3.0
BA104	Principles of Marketing	45	3.0
BA208	Business Management	45	3.0
BA210	Ethics in Business	45	3.0
BA225	Strategic Negotiation for Business	45	3.0
CA201	Introduction to Cannabis	45	3.0
CA240	Cultivation Operations	45	3.0
CA260	Dispensary Operations	45	3.0
CA280	Cannabis Tax and Legal Regulations	45	3.0
ML210	Professional Interpening	45	3.0
		540	**36.0**
General Education Requirements			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**315**	**21.0**
Other Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
	Subtotal	**45**	**3.0**
	Grand Total	**900**	**60.0**

Associate of Applied Science in Human Resources

Length: **20 Months**   Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree**

The Human Resource program is an academic associate of applied science degree that 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. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in human resources related positions.

Program Outcomes:
Upon successful completion of this program, graduates should be able to:
- 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.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
AC120	Payroll Accounting	45	3.0
BA101	Business Law	45	3.0
BA105	Human Resource Management	45	3.0
BA110	Motivational Interviewing for the Business Professional	45	3.0
BA205	Organizational Behavior	45	3.0
BA208	Business Management	45	3.0
BA209	Management Communications	45	3.0
BA210	Ethics in Business	45	3.0
HR202	Compensation and Payroll	45	3.0
HR205	Employee Benefits	60	4.0
HR206	Employee Training & Development	60	4.0
HR210	Employment Law	45	3.0
	Subtotal	**570**	**38.0**
General Education Requirements			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**315**	**21.0**
Other Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
	Subtotal	**45**	**3.0**
	Grand Total	**930**	**62.0**

Associate of Applied Science in Welding Technology

Length: **6 Months**   Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree**

This Welding Technology program is an academic associate of applied science degree that is a degree completion program that provides a pathway for the diploma in Welding Technology graduated to advance their education. The AS in Welding degree program emphasizes the technical, administrative and interpersonal skills required of the welding professional with a strong foundation. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of this accredited program (see graduation requirements section of the catalog), students can seek or obtain employment as welder or in a welding related field.

Program Outcomes:

Upon successful completion of this program, students should be able to:
- Demonstrate effective oral and written communication skills.
- Gain understanding of social responsibility and ethical reasoning through assessment of one's own values within the social context of problems and recognize ethical issues in a variety of settings
- Develop critical and analytical thinking through disciplined process of conceptualizing, applying, analyzing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action.
- The ability to think constructively, critically, and creatively, including competencies in analytic inquiry, quantitative literacy, information literacy, evidential reasoning, and problem solving.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
	Transfer Credit from Diploma Program	861	42.0
	Subtotal	**861**	**42.0**
General Education Requirements (Online)			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**270**	**18.0**
	Grand Total	**1,131**	**60.0**

Diploma in Welding Technology

Length: 8 **Months**   Campus: **Bangor, Maine**
Credential: **Diploma**

This Welding Technology program is a diploma program that will 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. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students can seek or obtain employment as a welder or in a welding related field.

Program Outcomes:

Upon successful completion of this program, students should be able to:

- 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.

Course Code	Course Title	Contact Hours	Semester Credit Hours
WD100	SMAW Fundamentals	112	5.0
WD120	Metallurgy and Blueprint Reading	112	6.0
WD140	SMAW Intermediate	112	4.0
WD160	FCAW and GMAW Fundamentals	112	4.0
WD180	GTAW Fundamentals	112	4.0
WD200	SMAW Pipe	112	4.0
WD220	GTAW Pipe and Aluminum Welding	112	4.0
WD240	Fabrication and Pipefitting Fundamentals	112	5.0
	Grand Total	**896**	**36.0**

Students enrolling in this program should be advised that many employers require a clean criminal background, along with a clean driving record and the ability to lift at least 50 pounds.

Diploma in Welding Technology

Length: **16 Months**   Campus: **Bangor, Maine**
This program is no longer enrolling.
Credential: **Diploma**

This Welding Technology program is a diploma program that will 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. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students can seek or obtain employment as a welder or in a welding related field.

Program Outcomes:
Upon successful completion of this program, students should be able to:
- 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.

Course Code	Course Title	Contact Hours	Semester Credit Hours
MS113	Technical Mathematics	45	3.0
PF230	Pipefitting Fundamentals	48	3.0
PF235	Practical Pipefitting	48	2.5
WL112	Quality Metal Technology	48	3.0
WL121	Shielded Metal Arc Welding (S.M.A.W.) Basic	48	3.0
WL130	Flux-Cored Arc Welding (F.C.A.W.)	48	2.0
WL132	S.M.A.W. Intermediate	48	2.0
WL137	S.M.A.W. Advanced	48	2.0
WL134	S.M.A.W. Structural	48	2.0
WL138	S.M.A.W. Pipe I	48	2.0
WL139	S.M.A.W. Pipe II	48	2.0
WL141	Blueprint Reading and Drafting for Welders	48	3.0
WL203	Gas Metal Arc Welding (G.M.A.W.) Basic	48	2.0
WL204	Fabrication	48	2.5
WL210	Gas Tungsten Arc Welding (G.T.A.W.) Basic	48	2.0
WL215	G.T.A.W. Pipe	48	2.0
WL214	G.T.A.W. Advanced	48	2.0
WL241	G.T.A.W. and G.M.A.W. Welding of Aluminum	48	2.0
	Grand Total	**861**	**42.0**

Students enrolling in this program should be advised that many employers require a clean criminal background, along with a clean driving record and the ability to lift at least 50 pounds.

School of Health Sciences

The School of Health Sciences supports the mission and vision of the University by offering fully accredited undergraduate degree programs. We offer degrees in addiction, biomedical, healthcare sciences, health information management, medical administration and medical assisting. Students interested in careers in these areas can choose from many options at both the diploma, associate and bachelor degree levels.

<u>Vision Statement for the School of Health Sciences:</u>
The School of Health Sciences provides exceptional academic programs in a student-centric environment to empower our graduates to excel in their chosen health profession.

<u>Mission Statement for the School of Health Sciences:</u>
The Beal University School of Health Sciences partners with our student, through our academic programs, to improve their career opportunities in the professions.

Master's in Biomedical Science

Length: **16 Months**   Campus: **Bangor, Maine**
Credential: **Master Degree**

The Masters in Biomedical Science program is a master degree program that consists of a rigorous curriculum that emphasizes advanced concepts supporting the applications of the biological sciences with an emphasis on translational clinical correlation. The curriculum leverages innovative teaching modalities that situate and emphasize core program content. Upon completion graduates will be qualified for employment in biomedical roles including: Biomedical scientist, clinical researcher, medical sales director and related positions, as well as qualify graduates for entry into undergraduate medical education programs or biological science focused doctoral level training. In addition to attendance in all courses, students will be required to complete out of class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or advanced employment in a biological science-related field.

Program Outcomes:
Upon successful completion of this program, graduates should be able:
- Promote a deep and integrated understanding of the biological sciences and their implication to the advancement of health and biomedical science.
- Achieve critical analysis and reasoning skills specific to the application of advanced concepts related to the design and execution of scientific inquiry relevant to specific biomedical disciplines.
- Generate and effectively communicate scientific knowledge within biomedical disciplines.
- Develop a commitment to life-long learning and career pursuits within health and biomedical science disciplines.

Course Code	Course Title	Contact Hours	Semester Credit Hours
HM604	Advanced Topics in Healthcare Statistics	45	3.0
BIO501	Molecular Basis of Medicine	130	7.0
BIO505	Biostatistics, Epidemiology and Public Health	60	4.0
BIO515	Human Anatomy & Physiology	110	6.0
BIO520	Histology	75	4.0
BIO610	Neurosciences	45	3.0
BIO620	Medical Pharmacology	60	4.0
BIO630	Advanced Pathophysiology	45	3.0
BIO640	Biomedical Capstone	45	3.0
	Grand Total	**615**	**37.0**

Bachelor of Science in Addiction Counseling

Length: **42 Months**   Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree**

The Addiction Counseling program is a Bachelor of Science degree that is designed to prepare the graduate to assess the needs of clients and populations and to plan and implement programs and services that will assist in promoting improvement in personal and social functioning. Students will acquire the knowledge and skills to provide direct client services in sincere and compassionate relationships. In addition to direct services, students will learn the structures and underlying forces that characterize organizations and communities and the role that diversity plays in the functioning of larger groups. Basic knowledge of organizational management principles are provided as well as concepts relating to program advocacy and support development. The techniques and formal tools of conducting needs assessments and outcomes measurement and evaluation are presented to introduce students to the effective monitoring of interventions and programs. The program also provides general education coursework in advanced oral and written communication, sciences, philosophy, and economics. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing addiction counseling career, seek, or obtain entry-level employment in an addiction counseling related field.

Program Outcomes:

At the completion of this program, students should be able to:
- Evaluate the social, political, and historical milestones and trends in substance abuse counseling in relation to the human services professionals' role in advocating for individuals, families, and communities in need
- Apply culturally responsive strategies across diverse populations to strengthen professional practice and enhance human services outcomes
- Apply legal and ethical standards in the administration and delivery of human services systems to provide comprehensive and well-informed care
- Employ professional, interpersonal communication skills in formal and informal networks to improve human services delivery
- Evaluate the policy development cycle for advocacy avenues, communication strategies, and coalition building opportunities to effect social change
- Develop knowledge and skills in inquiry, critical and creative thinking, and decision-making to create and implement appropriate assessment and intervention strategies

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Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
HS105	Psychosocial and Vocational Aspects of Rehabilitation	45	3.0
HS114	Crisis Identification and Resolution	45	3.0
HS204	Case Management	45	3.0
HS205	Group Process	45	3.0
HS207	Trauma, Sexual Abuse and Recovery	45	3.0
SA101	Introduction to Addiction Counseling	45	3.0
SA102	Ethics and Boundaries in Addiction Counseling	45	3.0
SA103	Motivational Interviewing	45	3.0
SA104	Multicultural Counseling in Addiction	45	3.0
SA201	Addiction and the Family	45	3.0
SA202	Co-occurring Disorders	45	3.0
SAC300	Current Topics in Addiction Counseling	45	3.0
SAC310	Professional Standards for Addiction Counseling	45	3.0
SAC320	Addiction Prevention: Theories and Techniques	45	3.0
SAC330	Interviewing and Counseling	45	3.0
SAC340	Professional Documentation for Addiction Counselors	45	3.0
SAC350	Diagnosis and Treatment Planning in Addiction Services	45	3.0
SAC360	Fundamentals of Public Health	45	3.0
SAC370	Community Psychology	45	3.0
SAC380	Human Services Organizational Systems	45	3.0
SAC390	Counseling Theories for Addiction Treatment	45	3.0
SAC400	Spirituality and Addiction	45	3.0
SAC410	Public Policy and Advocacy	45	3.0
SAC420	Process Addictions	45	3.0
	Subtotal	**1,080**	**72.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN315	Principles of Economics	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Introduction to Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**690**	**46.0**
Other Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
	Subtotal	**45**	**3.0**
	Grand Total	**1,815**	**121.0**

Bachelor of Science in Biomedical Science

Length: **34 Months**   Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree**

The Biomedical Science program is a Bachelor of Science degree that consists of a rigorous, based curriculum that emphasizes biological sciences and biochemistry to prepare students for direct entry into analytical/research laboratories and health sciences. This degree also prepares students for a variety of science-related positions in pharmaceutics, medical manufacturing, clinical and environmental chemistry, laboratories, and health departments. Coursework includes physics, chemistry, biology, microbiology, molecular biology and genetics. The program also provides general education coursework in advanced oral and written communication, sciences, philosophy, and sociology. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could enhance an existing biomedical science administration career, seek, or obtain entry-level employment in a biomedical science related field.

Program Outcomes:

At the completion of this program, students should be able to:
- Broad core knowledge in biological sciences and entrepreneurial aspects of biomedical innovation
- Advanced understanding of professional ethics
- More in-depth research, analytical and critical thinking skills

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
BIO210	Biology	75	4.0
BIO215	Physiology	60	4.0
BIO250	Molecular Biology	90	4.0
BIO270	Virology / Infectious Diseases	60	4.0
BIO330	Biochemistry	75	4.0
BIO380	Immunology	60	4.0
BIO410	Kinesiology	45	3.0
BIO420	Developmental Biology	80	4.0
CHEM240	Chemistry	75	4.0
CHEM241	Chemistry II	75	4.0
CHEM300	Organic Chemistry	75	4.0
CHEM301	Organic Chemistry II	75	4.0
HM404	Healthcare Statistics & Research Methods	45	3.0
IDS325	Pathophysiology	60	4.0
IDS410	Population Health: A Global Perspective	60	4.0
PHY200	Physics I	75	4.0
PHY210	Physics II	75	4.0
ZO211	Microbiology	75	4.0
ZU310	Genetics	60	4.0
	Subtotal	**1,295**	**74.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Introduction to Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**750**	**48.0**
	Grand Total	**2,045**	**122.0**

Bachelor of Science in Healthcare Sciences

Length: 36 **Months**   Campus: **Bangor, Maine & Wilton, Maine**
Credential: **Bachelor of Science Degree**

The Health Sciences program is a Bachelor of Science degree that is designed to be a foundational degree for those students desiring to enter the healthcare industry in the areas of healthcare management and healthcare advocacy. This program is comprised of lab science courses and health science courses that provide the student with a rigorous scientific background applicable to the health profession. The program prepares students for service in a variety of healthcare organizations including hospitals, clinics, and public health institutions. Students complete the program in order to gain promotions, develop management and leadership skills, or prepare for graduate-level studies. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could enhance an existing healthcare science career, seek, or obtain entry-level employment in a health administration related field.

Program Outcomes:
At the completion of this program, students should be able to:
- Demonstrate effective oral and written communication skills.
- Identify and evaluate key personal and organizational ethics affecting healthcare professionals.
- Utilize technology in statistical analysis and data management.
- Examine cultural and diversity issues within interpersonal health care.
- Demonstrate mastery of discipline-specific competencies in the field of health sciences

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
BA205	Organizational Behavior	45	3.0
BA209	Management Communications	45	3.0
BIO210	Biology	75	4.0
BIO215	Physiology	60	4.0
CHEM240	Chemistry	75	4.0
HI103	Fundamentals of Law for Health Information Management	45	3.0
HI205	Healthcare Administration and Supervision	60	4.0
HM300	Legal Aspects & Healthcare Delivery	45	3.0
HM404	Healthcare Statistics & Research Methods	45	3.0
HM408	Human Resources in Healthcare	45	3.0
IDS325	Pathophysiology	60	4.0
IDS375	Bioinformatics	60	4.0
IDS450	Holistic Approaches to Healthcare	60	4.0
MO203	Medical Ethics & Law	45	3.0
MO212	Pharmacology & Pathophysiology	45	3.0
MO217	Medical Administrative Procedures	45	3.0
SAC360	Fundamentals of Public Health	45	3.0
SAC410	Public Policy and Advocacy	45	3.0
ZO101	Medical Terminology	45	3.0
ZO211	Microbiology	75	4.0
ZU310	Genetics	60	4.0
	Subtotal	**1,125**	**72.0**
General Education Requirements			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Introduction to Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
SC101	Introduction to Sociology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**750**	**48.0**
	Grand Total	**1,875**	**120.0**

Bachelor of Science in Health Information Management

Length: **38 Months**   Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree**

The Health Information Management program is a Bachelor of Science degree that is designed to combine knowledge and skills in healthcare, technology and business. As new and emerging technologies continue to grow along with evolving healthcare delivery models, the HIM profession is continuing to lead the industry in ensuring the protection, quality and integrity of health information. Our degree programs prepare students for careers as professionals who collect, maintain, analyze and secure patient health data. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a professional health information management-related field(s).

Program Outcomes:

Throughout this program, students will have the opportunity to:
- Verify, analyze and validate the accuracy and completeness of health care data.
- Abstract, calculate, interpret and present health care data maintained in paper-based and computer-based resources.
- Develop, implement and manage health information policies and procedures to ensure compliance with federal, state and accreditation agency requirements.
- Evaluate, implement and manage both paper-based and computer-based health information systems.
- Organize and manage the health information personnel and services.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
HI103	Fundamentals of Law for Health Information Management	45	3.0
HI205	Healthcare Administration and Supervision	60	4.0
HI217	ICD-10-CM Coding	45	3.0
HI219	ICD-10-PCS Coding	45	3.0
HI220	Externship in Health Information Technology	145	3.0
HI224	Health Care Data Analysis & Statistics	60	4.0
HI225	Health Care Reimbursement Methodologies	60	4.0
HM300	Legal Aspects & Healthcare Delivery	45	3.0
HM306	Health Data Management	45	3.0
HM308	Reimbursement Systems	45	3.0
HM311	Health Information Systems	45	3.0
HM312	Health Information Technology	45	3.0
HM404	Healthcare Statistics & Research Methods	45	3.0
HM406	Quality Management & Performance Improvement	45	3.0
HM408	Human Resources in Healthcare	45	3.0
HM416	Financial Management	45	3.0
HM418	Project Management	45	3.0
HM480	Capstone & Practicum	95	4.0
MO212	Pharmacology & Pathophysiology	45	3.0
MO223	CPT Coding	60	4.0
MO224	Advanced Coding	80	4.0
ZO101	Medical Terminology	45	3.0
	Subtotal	**1,235**	**72.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN315	Principles of Economics	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Introduction to Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**750**	**48.0**
	Grand Total	**1,985**	**120.0**

Bachelor of Science in Medicinal Plant Sciences

Length: **34 Months**   Campus: **Bangor, Maine**
Credential: **Bachelor of Science Degree**

The Medicinal Plant Sciences program is a bachelor of science degree that consists of a rigorous, translational curriculum that emphasizes a foundation in chemistry, biology, physics and laboratory sciences with a focus on extraction, separation, and analysis of compounds and chemicals from plant material. Curriculum also provides a fundamental learning of cannabis extractions and concentrates. The program also provides general education coursework in advanced oral and written communication, social sciences, philosophy, and humanities. This degree prepares students for direct entry into research laboratories, clinical health sciences, medical cannabis cultivation, manufacturing and testing laboratories to perform extraction, purification and analysis of compounds from plants, quality control/quality assurance safety testing and forensic chemistry used in drug testing. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could enhance an existing laboratory science technician career, seek, or obtain entry-level employment in a medicinal plant science related field.

Program Outcomes:
At the completion of this program, students should be able to:
- Develop in-depth core knowledge in chemistry, biology, physics and laboratory sciences
- Develop advance knowledge in medicinal plant chemistry, plant physiology and kingdom
- Develop competency in extraction, separation and analysis of plant compounds
- Develop foundational knowledge in cannabis extractions and concentrates

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
BIO210	Biology	75	4.0
BIO215	Physiology	60	4.0
BIO250	Molecular Biology	90	4.0
BIO270	Virology / Infectious Diseases	60	4.0
BIO330	Biochemistry	75	4.0
BIO380	Immunology	60	4.0
CHEM240	Chemistry	75	4.0
CHEM404	Medicinal Plant Chemistry I	75	4.0
CHEM405	Medicinal Plant Chemistry II	75	4.0
ML160	Clinical Chemistry I	60	3.0
ML170	Clinical Microbiology I	60	3.0
ML210	Professional Interpening	45	3.0
ML240	Extractions & Concentrates Fundamentals	60	4.0
ML265	Clinical Chemistry II	60	3.0
ML275	Clinical Microbiology II	60	3.0
MPS410	Plant Physiology	60	4.0
MPS415	Plant Kingdom	60	4.0
PHY200	Physics I	75	4.0
ZO201	Pharmacology	45	3.0
ZO211	Microbiology	75	4.0
	Subtotal	**1,305**	**74.0**
General Education Requirements			
BIO320	Environmental Biology	45	3.0
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
GEN305	Advanced Written Communications	45	3.0
GEN310	Advanced Oral Communications	45	3.0
GEN325	Sociology of Work	45	3.0
GEN330	Introduction to Philosophy	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
MS315	Statistics	60	4.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**750**	**48.0**
	Grand Total	**2,055**	**122.0**

Associate of Applied Science in Addiction Counseling

Length: **20 Months**   Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree**

The Addiction Counseling program is an academic associate of applied science degree that is designed to provide students with an academic and practical foundation for a career in addiction counseling services. The skills learned can be applied in many settings including residential and outpatient counseling programs, employee wellness programs and hospital detox facilities. The overall objective of this program of study is to provide the student with the practical skills required for employment in a variety of settings in the addiction counseling 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. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of this program (see graduation requirements section of the catalog), students can seek or obtain employment as an addiction counselor or in an addiction counselor related field.

Program Outcomes:

At the completion of this program, students should be able to:

- Demonstrate effective oral and written communication skills.
- Develop critical and analytical thinking through disciplined process of conceptualizing, applying, analyzing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action.
- 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 addiction counseling.
- Gain counseling skills including motivational interviewing.
- Understand the neurobiology of addiction, family addiction dynamics, and special population considerations in addiction counseling.
- Demonstrate knowledge of group process, case management, crisis intervention, trauma and recovery, and vocational rehabilitation.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
HS105	Psychosocial and Vocational Aspects of Rehabilitation	45	3.0
HS114	Crisis Identification and Resolution	45	3.0
HS204	Case Management	45	3.0
HS205	Group Process	45	3.0
HS207	Trauma, Sexual Abuse and Recovery	45	3.0
SA101	Introduction to Addiction Counseling	45	3.0
SA102	Ethics and Boundaries in Addiction Counseling	45	3.0
SA103	Motivational Interviewing	45	3.0
SA104	Multicultural Counseling in Addiction	45	3.0
SA201	Addiction and the Family	45	3.0
SA202	Co-occurring Disorders	45	3.0
	Subtotal	**495**	**33.0**
General Education Requirements			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**360**	**24.0**
Other Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
	Subtotal	**45**	**3.0**
	Grand Total	**900**	**60.0**

Associate of Applied Science in Cannabis Laboratory Sciences

Length: **20 Months**   Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree**

The Cannabis Laboratory Sciences program is an academic associate of applied science degree that is designed to prepare students for direct entry into clinical testing laboratories. This program consists of curriculum that emphasizes clinical biology and chemistry sciences to provide the core knowledge of clinical laboratory sciences as well as foundational knowledge of cannabis testing. This degree also prepares students for science-related positions in pharmaceutics, medical manufacturing, clinical chemistry, cannabis cultivation, manufacturing and testing laboratories. Coursework includes clinical chemistry, biology, microbiology, and fundamentals in cannabis extractions and concentrates. The program also provides general education coursework in oral and written communication. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), graduates can operate and maintain equipment in the medical laboratory, collect and analyze specimen samples for testing and could seek, or obtain entry-level employment in a laboratory technician related field.

Program Outcomes:
Upon successful completion of this program, students should be able to:
- Broad core knowledge in clinical chemistry and microbiology.
- Develop a foundational knowledge of cannabis extractions and concentrates.
- Develop a strong and general knowledge base of information through the General Education courses.
- Develop and demonstrate communication effectively in written, oral formats.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
BIO210	Biology	75	4.0
BIO215	Physiology	60	4.0
CHEM240	Chemistry	75	4.0
ML160	Clinical Chemistry I	60	3.0
ML170	Clinical Microbiology I	60	3.0
ML210	Professional Interpening	45	3.0
ML240	Extractions & Concentrates Fundamentals	60	4.0
ML265	Clinical Chemistry II	60	3.0
ML275	Clinical Microbiology II	60	3.0
ZO101	Medical Terminology	45	3.0
ZO201	Pharmacology	45	3.0
	Subtotal	**645**	**37.0**
General Education Requirements			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**375**	**23.0**
	Grand Total	**1,020**	**60.0**

Associate of Applied Science in Healthcare Science

Length: **20 Months**   Campus: **Bangor, Maine & Wilton, Maine**
Credential: **Associate of Applied Science Degree**

The Healthcare Science program is an academic associate of applied science degree that is designed to prepare individuals for the growing field of healthcare. Graduates of this program should know and apply a combination of real-world technical skills and general education concepts. In addition to participation in all courses, students will be required to complete out-of-class or additional assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students can seek entry-level employment as a healthcare professional or in a healthcare related field.

Program Outcomes:
Upon successful completion of this program, students should be able to:
- Communicate and collaborate professionally with individuals, families, and members of the interdisciplinary healthcare team incorporating informatics, and technology literacy
- Understand medical terminology and various body system anatomy
- Demonstrate administrative supervisory and communication skills.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
BA205	Organizational Behavior	45	3.0
BA209	Management Communications	45	3.0
HI103	Fundamentals of Law for Health Information Management	45	3.0
HI205	Healthcare Administration and Supervision	60	4.0
MO203	Medical Ethics & Law	45	3.0
MO212	Pharmacology & Pathophysiology	45	3.0
MO217	Medical Administrative Procedures	45	3.0
PY202	Lifespan Development	45	3.0
ZO101	Medical Terminology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
ZO211	Microbiology	75	4.0
	Subtotal	**645**	**40.0**
General Education Requirements (Online)			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
ENV101	Environmental Geology	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
SC101	Introduction to Sociology	45	3.0
	Subtotal	**315**	**21.0**
	Grand Total	**960**	**61.0**

Associate of Applied Science in Health Information Technology

Length: **18 Months**   Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree**

The Health Information Technology program is an academic associate of applied science degree that is designed 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. Successful completion of this program will require students to participate in online instructional sessions and to complete all required assignments. Such assignments may include reading, projects, papers, and various learning activities. A student can anticipate self- study activities that equal about two (2) hours for every one (1) hour of instructor-led activity. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in the health information technology or related field.

Program Outcomes:
Upon successful completion of this program, students should be able to:
- 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.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
HI103	Fundamentals of Law for Health Information Management	45	3.0
HI205	Healthcare Administration and Supervision	60	4.0
HI217	ICD-10-CM Coding	45	3.0
HI219	ICD-10-PCS Coding	45	3.0
HI220	Externship in Health Information Technology	145	3.0
HI224	Health Care Data Analysis & Statistics	60	4.0
HI225	Health Care Reimbursement Methodologies	60	4.0
MO212	Pharmacology & Pathophysiology	45	3.0
MO223	CPT Coding	60	4.0
MO224	Advanced Coding	80	4.0
ZO101	Medical Terminology	45	3.0
	Subtotal	**690**	**38.0**
General Education Requirements (Online)			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
MS110	College Algebra	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
PY101	Introduction to Psychology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**375**	**23.0**
	Grand Total	**1,065**	**61.0**

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. The Hepatitis B vaccine is available through clinics coordinated by the program director. For cost and information contact the program director.

Associate of Applied Science in Medical Administrative Specialist

Length: **18 Months**   Campus: **Bangor, Maine**
Credential: **Associate of Applied Science Degree**

The Medical Administrative Specialist program is an academic associate of applied science degree that 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. Successful completion of this program will require students to participate in class sessions and to complete all in-class and out-of-class assignments. Such assignments may include reading, projects, papers, and various learning activities. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a Medical Administrative related field.

Program Outcomes:
Upon successful completion of this program, students should be able to:
- 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.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
HI205	Healthcare Administration and Supervision	60	4.0
HI217	ICD-10-CM Coding	45	3.0
HI219	ICD-10-PCS Coding	45	3.0
MO203	Medical Ethics & Law	45	3.0
MO212	Pharmacology & Pathophysiology	45	3.0
MO217	Medical Administrative Procedures	45	3.0
MO223	CPT Coding	60	4.0
MO224	Advanced Coding	80	4.0
ZO101	Medical Terminology	45	3.0
ZO211	Microbiology	75	4.0
	Subtotal	**545**	**34.0**
General Education Requirements (Online)			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
MS110	College Algebra	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
SC101	Introduction to Sociology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**375**	**23.0**
Other Requirements			
CS115	Introduction to Computer Concepts and Applications	45	3.0
	Subtotal	**45**	**3.0**
	Grand Total	**965**	**60.0**

Associate of Applied Science Medical Assistant

Length: **18 Months**   Campus: **Bangor, Maine**

Credential: **Associate of Applied Science Degree**

The Medical Assistant program is an academic associate of applied science degree that 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. In addition to attending and participating in all courses, students will be required to complete out-of-class assignments. These assignments may include reading, learning activities, problem solving, research projects and presentations. Students should expect out-of-class homework that equals at least two (2) hours of work for every one (1) hour of class lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a medical assisting or medical assisting-related field(s).

Program Outcomes:

Upon completion of this program, students should be able to:

- Display professionalism working as a member of a team, prioritize and perform multiple tasks.
- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- 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 stablished 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.
- The ability to think constructively, critically, and creatively, including competencies in analytic inquiry, quantitative literacy, information literacy, evidential reasoning, and problem solving.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
MA101	Introduction to Medical Assisting	45	3.0
MA114	Medical Assisting – Urinalysis and ECG**	90	4.0
MA119	Medical Assisting – Phlebotomy**	90	4.0
MA215	Medical Assisting – Medication Administration**	90	4.0
MA220	Medical Assisting Externship	170	4.0
MO203	Medical Ethics & Law	45	3.0
MO217	Medical Administrative Procedures	45	3.0
ZO101	Medical Terminology	45	3.0
ZO201	Pharmacology	45	3.0
	Subtotal	**665**	**31.0**
General Education Requirements (Online)			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
MS110	College Algebra	45	3.0
PY101	Introduction to Psychology	45	3.0
PY202	Lifespan Development	45	3.0
SC101	Introduction to Sociology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**465**	**29.0**
	Grand Total	**1,130**	**60.0**

**These courses only allow students two (2) attempts to successfully pass the laboratory requirements for the course. If a student is unsuccessful after the second attempt, the student will be dismissed from the program. The student should contact Student Services to learn other program options that may be available to them.

Program- specific student handbook

The Medical Assisting program has a supplemental student handbook that relates directly to the program details. This provides additional information for enrolled students.

Diploma in Addiction Counseling

Length: **14 Months**   Campus: **Bangor, Maine**
Credential: **Diploma**

The Addiction Counseling program is a diploma program that is designed to provide students with an academic and practical foundation for a career in addiction counseling services. The skills learned can be applied in many settings including residential and outpatient counseling programs, employee wellness programs and hospital detox facilities. The overall objective of this program of study is to provide the student with the practical skills required for employment in a variety of settings in the addiction counseling 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. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of this program (see graduation requirements section of the catalog), students can seek or obtain employment as an addiction counselor or in an addiction counselor related field.

Program Outcomes:
At the completion of this program, students should be able to:
- 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 addiction counseling.
- Gain counseling skills including motivational interviewing.
- Understand the neurobiology of addiction, family addiction dynamics, and special population considerations in addiction counseling.
- Demonstrate knowledge of group process, case management, crisis intervention, trauma and recovery, and vocational rehabilitation.

Course Code	Course Title	Contact Hours	Semester Credit Hours
CS115	Introduction to Computer Concepts and Applications	45	3.0
HS105	Psychosocial and Vocational Aspects of Rehabilitation	45	3.0
HS114	Crisis Identification and Resolution	45	3.0
HS204	Case Management	45	3.0
HS205	Group Process	45	3.0
HS207	Trauma, Sexual Abuse and Recovery	45	3.0
PY101	Introduction to Psychology	45	3.0
SA101	Introduction to Addiction Counseling	45	3.0
SA102	Ethics and Boundaries in Addiction Counseling	45	3.0
SA103	Motivational Interviewing	45	3.0
SA104	Multicultural Counseling in Addiction	45	3.0
SA201	Addiction and the Family	45	3.0
SA202	Co-occurring Disorders	45	3.0
	Grand Total	**585**	**39.0**

Diploma in Medical Assisting

Length: **12 Months**
Credential: **Diploma**

Campus: **Bangor, Maine**

The Medical Assisting program is a diploma program that is designed to prepare 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. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of this program (see graduation requirements section of the catalog), students can seek or obtain employment as a medical assistant, or in a medical assistant related field.

Program Outcomes:
At the completion of this program, students should be able to:
- Display professionalism working as a member of a team, prioritize and perform multiple tasks.
- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
- 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 stablished 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.

Course Code	Course Title	Contact Hours	Semester Credit Hours
MA101	Introduction to Medical Assisting	45	3.0
MA114	Medical Assisting – Urinalysis and ECG**	90	4.0
MA119	Medical Assisting – Phlebotomy**	90	4.0
MA215	Medical Assisting – Medication Administration**	90	4.0
MA220	Medical Assisting Externship	170	4.0
MO203	Medical Ethics & Law	45	3.0
MO217	Medical Administrative Procedures	45	3.0
PY101	Introduction to Psychology	45	3.0
ZO101	Medical Terminology	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
ZO201	Pharmacology	45	3.0
	Grand Total	**860**	**42.0**

**These courses only allow students two (2) attempts to successfully pass the laboratory requirements for the course. If a student is unsuccessful after the second attempt, the student will be dismissed from the program. The student should contact Student Services to learn other program options that may be available to them.

Program- specific student handbook
The Medical Assisting program has a supplemental student handbook that relates directly to the program details. This provides additional information for enrolled students.

School of Nursing

The School of Nursing supports the mission and vision of the University by offering fully accredited undergraduate and graduate degree programs. We offer degrees in the nursing field. Students interested in careers in nursing can choose from many options at both the associate, bachelor and graduate degree levels.

Mission

The mission of the Nursing Programs at Beal University are to prepare each student to become a competent, compassionate, and well-respected registered nurse (RN). As a professional nurse, the Beal graduate is prepared to provide holistic nursing care to individuals and communities across the lifespan.

The Programs, based on the vision and values of the University accomplishes its mission by:
- Promoting excellence in both didactic and clinical teaching;
- Sharing responsibilities with students for their individual learning;
- Encouraging student use of support services for academic success;
- Partnering with community resources to ensure a current curriculum,
- And respecting the uniqueness of each individual student

Philosophy and Organizing Framework

The Nursing Program philosophy complements the mission and vision of Beal University. Nursing faculty strive to create a student-centered environment of collaboration, lifelong learning, and respect to promote academic excellence and compassionate nursing care.

The nursing faculty believe that individuals are complex beings with biophysical, psychosocial, emotional, spiritual, and cultural needs. As members of humanity, all people deserve respect for their uniqueness, and have the autonomy to contribute to their own health and well-being. Nursing and other healthcare services are available when people are incapable of continuous self-care.

The faculty believes that the practice of nursing is an art and science based on biological, physical, behavioral and nursing sciences. The faculty believes nursing is a holistic profession, helping patients achieve an independent state of well-being/self-care based on individual differences and respect for human dignity.

The nursing faculty support an educational philosophy that promotes competency, both theoretical and clinical, using a simple to complex learning approach. Since students are adult learners, faculty acknowledge that they are self-directed and take responsibility for their practice of nursing. Students learn experientially, approaching learning as a problem-solving opportunity. Faculty focus on the learning process and less on the content, adopting a role of facilitator rather than lecturer. Strategies such as case studies, role playing, simulations, and self-evaluation are utilized throughout the curriculum. The faculty fosters learning by encouraging the utilization of current technology and all available support systems. (Knowles, 1984).

Masters in Nursing

Length: **20 Months**   Campus: **Bangor, Maine & Wilton, Maine**
Credential: **Master Degree**

The Master of Science in Nursing (MSN) program is a master degree program designed to prepare nurses for expanding roles in healthcare and enhance their opportunities for professional advancement. The Master of Science in Nursing (MSN) curriculum provides core courses in nursing theory, research and evidence-based practice, leadership, professional role development, health policy and information systems. The MSN program has two tracks to choose from: Nursing Education and Nurse Executive. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain advanced employment as a Nurse or in a Nursing related field(s).

Program Outcomes:
Throughout this program, students will have the opportunity to:
- Recognize the organizational and systems approach to the promotion of high quality, safe and holistic patient care.
- Defends methods, tools, performance measures, and standards related to quality, as well as apply principles within an organization.
- Apply research outcomes within practice settings, to resolve practice problems, working as a change agent and disseminating results
- Utilizes critical thought to collaborate as a leader and member of interprofessional teams and communities, to manage and coordinate care
- Engage in lifelong personal and professional growth through reflective practice and appreciation of cultural diversity.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Nursing Education Option			
NU500	Advanced Nursing Practice: Leading the Future of Healthcare	45	3.0
NU510	Advanced Health Assessment	45	3.0
NU520	Advanced Pathopharmacology	60	4.0
NU540	Health Information Management: Promoting Quality and Safety in Healthcare	45	3.0
NU570	Quality and Safety in Healthcare	45	3.0
NU600	Theoretical Approach to Education	45	3.0
NU620	Curriculum Development and Evaluation	45	3.0
NU640	Assessment: The Facilitation of Learning	45	3.0
NU680	Educational Leadership: The Pursuit of Continuous Quality Improvement	45	3.0
NU695	MSN Capstone	130	4.0
	Grand Total	**550**	**32.0**
Nurse Executive Option			
NU500	Advanced Nursing Practice: Leading the Future of Healthcare	45	3.0
NU510	Advanced Health Assessment	45	3.0
NU520	Advanced Pathopharmacology	60	4.0
NU540	Health Information Management: Promoting Quality and Safety in Healthcare	45	3.0
NU570	Quality and Safety in Healthcare	45	3.0
NU610	Leadership: Theoretical and Evidence-Based Practice	45	3.0
NU630	The Finance and Economics of Healthcare	45	3.0
NU650	Quality Assurance, Patient Safety and Regulatory Compliance	45	3.0
NU670	Current Issues in Healthcare Policy	45	3.0
NU695	MSN Capstone	130	4.0
	Grand Total	**550**	**32.0**

Bachelor of Science in Nursing

Length: **14 / 26 Months**   Campus: **Bangor, Maine & Wilton, Maine**
Credential: **Bachelor of Science Degre**e

The Bachelor of Nursing degree program is a Bachelor of Science degree that is designed to be a completion program that continues the education of the professional nurse in order to meet the demands on nursing in today's complex healthcare environment. The BSN graduates are valued for their abilities to critically think, demonstrate leadership, case management, engage in health promotion, and for their ability to practice across a variety of healthcare settings. This program develops nurses in the generalist role in alignment with the Essentials of Baccalaureate Education (AACN). Upon successful completion of the program (see graduation requirements section of the catalog), students can seek employment as a Nurse or students can expand their career as a professional nurse in clinical practice, administration, nursing education and nursing leadership in a Nursing related field.

Program Outcomes:
Upon successful completion of this program, students should be able to:
- Utilize the nursing process to construct safe, evidence-based, client-centered, and culturally competent, holistic approaches for care to diverse individuals and populations. All while providing a culture of caring, diversity, integrity and excellence.
- Communicate and collaborate professionally with individuals, families, and members of the interdisciplinary healthcare team incorporating informatics, technology literacy, current evidence-based practice, and nursing research.
- Collaborate as a responsible and accountable member of the healthcare team, utilizing critical thought to further develop clinical judgment and decision-making skills to provide safe, quality, patience-centered care, incorporating a culture of caring, diversity, integrity and excellence.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements			
	Transfer Credit from Associates Degree	1180	52.0
IDS325	Pathophysiology	60	4.0
IDS375	Bioinformatics	60	4.0
IDS450	Holistic Approaches to Healthcare	60	4.0
NU300	Professional Nursing Practice	60	4.0
NU350	Evidence-Based Practice in Healthcare	60	4.0
NU410	Population Health in Nursing	60	4.0
NU425	Transcultural Perspectives in Healthcare	60	4.0
NU460	Leadership: Trends in the Changing Healthcare Environment	60	4.0
NU475	BSN Capstone	90	6.0
	Subtotal	**1,750**	**90.0**
General Education Requirements			
	Transfer Credit from Associates Degree	240	16.0
GEN305	Advanced Written Communications	45	3.0
GEN330	Introduction to Philosophy	45	3.0
MS315	Statistics	60	4.0
ZU310	Genetics	60	4.0
	Subtotal	**450**	**30.0**
	Grand Total	**2,200**	**120.0**

Associate of Applied Science in Nursing

Length: **18 Months**   Campus: **Bangor, Maine & Wilton, Maine**
Credential: **Associate of Applied Science Degree**

The Nursing program is an academic associate of applied science degree that 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. In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include, but are not limited to, reading and problem-solving exercises, projects, research, written papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of catalog), students can seek or obtain entry-level employment as nurse or in a nursing related field.

Program Outcomes:
Upon completion of this program, students should be able to:
- 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.

Course Code	Course Title	Contact Hours	Semester Credit Hours
Concentration Requirements (On-Ground)			
NU100	Introduction to Foundational Nursing Concepts	75	4.0
NU125	Foundational Nursing Concepts II	120	5.0
NU140	Pharmacology and the Nursing Process	45	3.0
NU180	Nursing Concepts Across the Life Span 1	165	6.0
NU210	Nursing Concepts Across the Life Span II	151	5.0
NU230	Nursing Concepts Across the Life Span III	166	6.0
NU260	Nursing Concepts Across the Life Span IV	166	6.0
NU275	ADN Transition to Nursing Practice	152	4.0
ZO211	Microbiology*	75	4.0
	Subtotal	**1,115**	**43.0**
General Education Requirements (Online)			
EH102	Speech	45	3.0
EH111	College Composition	45	3.0
MS110	College Algebra	45	3.0
HY103	U.S. History 1865 to the Present	45	3.0
SC101	Introduction to Sociology	45	3.0
PY202	Lifespan Development	45	3.0
ZO115	Human Anatomy and Physiology of the Structural Systems	75	4.0
ZO116	Human Anatomy and Physiology of the Organ Systems	75	4.0
	Subtotal	**420**	**26.0**
	Grand Total	**1,535**	**69.0**

*This course is offered online.

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 course descriptions for all required prerequisites for this course.

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 University.

Note: The MSBN 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.

Program- specific student handbook - The Associate degree in Nursing has a supplemental student handbook that relates directly to the program details. This provides additional information for enrolled students.

Course Descriptions

AC111 Principles of Accounting I   **3 Semester Credit Hours**

Prerequisite: None

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. The business cycles of service, merchandising and manufacturing companies, as well as the different forms of business organization (sole proprietorship, partnership and corporation) will be studied.

AC112 Principles of Accounting II   **3 Semester Credit Hours**

Prerequisite: AC111

As a continuation of AC111, this course provides the student opportunities to analyze the various components of the Balance Sheet. Topics include principles and controls related to cash, receivables and inventory, calculation of fixed asset cost and depreciation, and accounting for current and long-term liabilities. The student will also study the preparation of the Statement of Cash Flows.

AC117 Computerized Accounting   **4 Semester Credit Hours**

Prerequisite: AC111

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 simulated service and retail companies and handle all business transactions from journalizing to the preparation of financial statements. The student will also complete the set-up of a new company in the computerized system.

AC120 Payroll Accounting   **3 Semester Credit Hours**

Prerequisite: None

This course focuses on computing and paying wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records. The student will also study government laws and regulations as they relate to payroll.

AC203 Managerial Accounting   **3 Semester Credit Hours**

Prerequisite: AC111

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.

AC208 Computerized Accounting II   **4 Semester Credit Hours**

Prerequisite: AC203

This course is designed to allow the student to learn the use of electronic spreadsheets for financial planning, preparation of financial reports, and "what-if" analysis. The student will be introduced to the fundamentals of creating spreadsheets and provided data with which to prepare the spreadsheets. Topics include depreciation schedules, inventory pricing, calculation of ratios, budgets, and cost-volume-profit analysis.

AC210 Federal Taxes   **3 Semester Credit Hours**

Prerequisite: AC112

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.

BA100 Introduction to Business   **3 Semester Credit Hours**

Prerequisites: None

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.

BA101 Business Law   **3 Semester Credit Hours**
Prerequisites: None
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.

BA104 Principles of Marketing   **3 Semester Credit Hours**
Prerequisites: None
This course is designed to give the student a basic understanding of the role of marketing in an organization. Topics include assessing the marketplace, capturing value, developing marketing strategies, segmentation, targeting, positioning, product strategy, and branding. Students will create a marketing plan, as well as become familiar with marketing and advertising techniques of national companies.

BA105 Human Resource Management   **3 Semester Credit Hours**
Prerequisite: None
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.

BA110 Motivational Interviewing for the Business Professional   **3 Semester Credit Hours**
Prerequisite: BA105
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.

BA205 Organizational Behavior   **3 Semester Credit Hours**
Prerequisite: None
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.

BA208 Business Management   **3 Semester Credit Hours**
Prerequisite: None
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.

BA209 Management Communications   **3 Semester Credit Hours**
Prerequisite: None
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.

BA210 Ethics in Business   **3 Semester Credit Hours**

Prerequisite: None

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.

BA220 Organizational Strategic Planning   **3 Semester Credit Hours**

Prerequisites: None

This course provides an overview and applications of strategic planning, theories, methods, and group processes in different organization environments. Starting with forecast and scenarios to developing mission, vision and value statements. Development of strategies to achieve the vision(s).

BA225 Strategic Negotiation for Business   **3 Semester Credit Hours**

Prerequisites: None

Many people are turned off by sales and negotiations, but they can both be fun. Upon successful completion of this course students will be significantly more comfortable with sales and negotiations. Student will examine the sales process and techniques used to maximize returns for both sides of the table. This course focuses on tracking sales accounts, projecting outcomes, and negotiating agreements.

BA300 Principles of Finance   **3 Semester Credit Hours**

Prerequisites: None

This course provides basic principles involved in the process of making financial decisions. Topics include the time value of money, ratio analysis of financial statements, leverage, cash flow and working capital and the relationship of risk to return.

BA305 International Business   **3 Semester Credit Hours**

Prerequisites: None

This course focuses on the opportunities and threats of the complex environment of international business, with an emphasis on the unique problems involved in managing international operations. Main topics include the relevance of the foreign economic, political, legal, and cultural environment, international market analysis, foreign exchange risk management, international human resource management, and import/export transactions.

BA310 Law and Ethics   **3 Semester Credit Hours**

Prerequisites: None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

BA315 Strategic Management   **3 Semester Credit Hours**

Prerequisites: None

This course introduces the key concepts, tools, and principles of strategy formulation and competitive analysis. It is concerned with managerial decisions and actions that affect the performance and survival of business enterprises. The course is focused on the information, analyses, organizational processes, and skills and business judgment managers must use to devise strategies, position their businesses, define firm boundaries and maximize long-term profits in the face of uncertainty and competition.

BA320 Project Management   **3 Semester Credit Hours**

Prerequisites: None

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

BA325 Human Resource Executive Management   **3 Semester Credit Hours**
Prerequisites: None
The human resource function of modern organizations is critical, as people are our most important resource. The course is a survey of principles, practices, theory, and current issues facing organizations as related to attracting, selecting, and maintaining a productive workforce in today's competitive operating environment.

BA330 Operations Management   **3 Semester Credit Hours**
Prerequisites: None
This course is an introduction to the concepts, principles, problems, and practices of operations management. Emphasis is on managerial processes for effective operations in both goods-producing and service-rendering organization. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of the operations of an organization.

BA335 Leadership & Management   **3 Semester Credit Hours**
Prerequisites: None
This course is designed to examine leadership and management issues regularly faced by public sector professionals. This course will focus on topics of motivation, decision making, communication, conflict management, group dynamics, and organizational change, with more attention being paid as to how these issues relate. Such discussions of theory with practical application are intended to improve an organization's effectiveness when considering the professional.

BA340 Marketing and Public Relations   **3 Semester Credit Hours**
Prerequisites: None
An introduction to the process of creating and fulfilling consumer and organizational needs through strategies involving the conception, pricing, promotion and distribution of ideas, goods, and services in a market economy.

BA345 E-Marketing   **3 Semester Credit Hours**
Prerequisites: None
This course has three main objectives: 1. Students will gain industry background knowledge to knowledgeably navigate Internet Marketing topics including online advertising, search, social media, and online privacy. 2. Students will learn to quantitatively and qualitatively evaluate an experiment to measure the effectiveness of business decisions and online advertising effectiveness in particular. Students will also gain knowledge to design and implement an experiment. 3. Students will become certified users of HootSuite, a social media management platform. Students will learn and apply best practices for social media marketing.

BA350 Small Business Strategies   **3 Semester Credit Hours**
Prerequisites: None
A course on how to start and operate a small business. The course includes facts about a small business, essential management skills, the actual preparation of a business plan, understanding financial statements, marketing strategies, and legal and accounting issues.

BA360 Principles of Budgets   **3 Semester Credit Hours**
Prerequisites: None
This course will offer a current approach to the fundamentals of budgeting and financial management with an emphasis on non-profit and health care organizations.

BA500 Ethical Leadership and Management   **3 Semester Credit Hours**
Pre-requisites: None
This course equips students with critical leadership skills and a solid understanding of the ethical theories they need to become effective business leaders in today's turbulent times. The course explores the latest thinking in leadership theory and contemporary practices at work within organizations throughout the world. The course closely connects theory to recent world events, such as the Wall Street meltdown, ethical scandals, and political turmoil. Students examine emerging topics like leadership, vision, courage, leading virtual teams, and making ethical leadership decisions.

BA520 Organizational Behavior   **3 Semester Credit Hours**

Pre-requisites: None

This course surveys the major field of management, examining structures and processes on both group and organizational levels. Both traditional and contemporary theories are analyzed and applied to business operations.

BA525 Social and Legal Environment of Business   **3 Semester Credit Hours**

Pre-requisites: None

This course reviews current laws and regulations that impact on the operations of a business. It employs an interdisciplinary approach to the study of law, utilizing elements of political economy, international business, ethics, social responsibility and management theory.

BA550 The Digital Economy   **3 Semester Credit Hours**

Pre-requisites: None

This course emphasizes the importance of economic theories in the context of digital transformation. You gain an understanding of how to approach business problems related to digitalization within the world economy. You apply and discuss economic theories and how they can help to analyze, understand, and solve business problems.

BA580 Financial Statement Analysis   **3 Semester Credit Hours**

Pre-requisites: None

This course is designed to help students understand how to use and analyze financial statements for making valuation and business decisions. The focus is on the use of financial statements rather than preparation.

BA600 Financial Management   **3 Semester Credit Hours**

Pre-requisites: None

This course applies corporate finance concepts to make management decisions. Students learn methods to evaluate financial alternatives and create financial plans. Other topics include cash flows, business valuation, working capital, capital budgets, and long-term financing.

BA650 Managing in a Changing Environment   **3 Semester Credit Hours**

Pre-requisites: None

This course covers the skills and techniques managers need to provide leadership and direction within a changing organizational environment. Students will examine fast-paced changes including evolving demographics and emerging technologies and how they relate to innovative talent management, leadership, and managerial responses to addressing future organizational challenges.

BA675 Marketing: Social, Mobile and Analytics   **3 Semester Credit Hours**

Pre-requisites: All 500 and 600 level courses except BA690

In this course, you learn to develop marketing strategies, consider how to communicate value to target markets, learn the importance of branding, and look at marketing through digital and social media lenses and the relevance of legacy marketing approaches. You will practice these concepts and apply them by creating your own strategic marketing plan. Your strategic marketing plan is an important preparation for your capstone course, where you will assemble a complete business plan.

BA690 Strategic Planning & Implementation (Capstone)   **6 Semester Credit Hours**

Pre-requisites: All 500 and 600 level courses.

This capstone course integrates concepts from all prior courses in the program. Students apply the concepts of strategic planning and implementation to create sustainable, competitive advantage for an organization. Other topics include environmental scanning, strategic analysis, corporate social responsibility, implementation and evaluation, and risk management. Students will complete a business plan.

BIO210 Biology   **4 Semester Credit Hours**

Prerequisites: None

Topics covered in the course include: chemistry of life, cell structure and membranes, cellular functions (metabolism, respiration, photosynthesis, communication, and reproduction), genetics (inheritance patterns, DNA structure and function, gene expression, and biotechnology), and evolution. This course involves both lecture and lab components.

BIO215 Physiology   **4 Semester Credit Hours**

Prerequisites: ZO115, ZO116

The focus of this course will be the nervous system, muscle physiology, and special senses. Discussions will include ion movement, action potentials, synapses & receptors, the central, peripheral and autonomic nervous systems, excitation-contraction coupling in skeletal muscle and the mechanisms specific to vision, hearing, smell & taste, in addition to the somatosensory system.

BIO250 Molecular Biology   **4 Semester Credit Hours**

Prerequisites: None

A thorough examination of the basic structure and function of cells, with an emphasis on eukaryotic cell biology. The objective is to use knowledge of molecular biology to interpret results and draw conclusion about research findings and technological applications. Topics include cell-cycle growth and death; protein structure, DNA replication, repair, and recombination; gene expression; RNA processing; and molecular transport, traffic, and signaling. Discussion also covers the application of recombinant CAN, genetic engineering, and other current molecular biology technology. This course involves both lecture and lab components.

BIO270 Virology / Infectious Diseases   **4 Semester Credit Hours**

Prerequisites: ZO211

The course is a study of infectious diseases. Attention is given to nomenclature, classification, symptomology, prevention and treat parasitic, viral, bacteria, and viral and fungal infections.

BIO320 Environmental Biology   **3 Semester Credit Hours**

Prerequisites: None

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

BIO330 Biochemistry   **4 Semester Credit Hours**

Prerequisites: BIO210

The course discussed the major classes of biomolecules and the metabolism of these molecules. This course is designed to provide an understanding of the relationship between the components of food and the components of living organisms. Special attention is paid to biochemistry in the context of human nutrition.

BIO380 Immunology   **4 Semester Credit Hours**

Prerequisites: BIO210

This course discussed the principles of immunology including: development of the immune system, innate immunity, immunoglobulin structure and genetics, antigen-antibody reactions, the major histocompatibility complex reactions and antigen presentation, T cell receptors (genetics, structure, selection), T cell activation and effector functions, anergy and apoptosis, cytokines, phagocytic cell function, immune responses to infectious organisms and tumors, autoimmune diseases, autoimmunity, allergies, and immune deficiencies.

BIO410 Kinesiology   **3 Semester Credit Hours**

Prerequisites: BIO215

This course covers the principles of kinesiology with an emphasis on biomechanical function and movement patterns, including osteokinematics, arthrokinematics, normal gait cycle, and optimal posture. This course also includes kinesiology principles with an emphasis on biomechanical function. Students apply concepts of resistance, forces, and positioning to specific muscles and movement patterns by studying anatomical models of joints and muscles and other visual aids to enhance understanding of anatomy and movement.

BIO420 Developmental Biology   **4 Semester Credit Hours**

Prerequisites: BIO210, BIO330

This course covers the current understanding of the molecular mechanisms that regulate animal development. Evolutionary mechanisms are emphasized as well as the discussion of relevant diseases. Vertebrate (mouse, chick, frog, fish) and invertebrate (fly, worm) models are covered. Specific topics include formation of early body plan, cell type determination, organogenesis, morphogenesis, stem cells, cloning, and issues in human development. This course involves both lecture and lab components.

BIO501 Molecular Basis of Medicine   **7 Semester Credit Hours**

Prerequisite: None

This course situates the fundamentals of biochemistry, molecular biology and medical genetics for contemporary clinical and/or research settings. This survey course provides a practical and translational discussion of molecular biology, genetics, metabolism related body to systems situated for clinical and research applications. This course involves both lecture and lab components.

BIO505 Biostatistics, Epidemiology and Public Health   **4 Semester Credits Hours**

Prerequisite HM604 or senior level statistic class

This graduate level course synthesizes topics of biostatistics, epidemiology, and public health topics. Emphasis is placed on interpreting the meaning of descriptive statistics and inferential statistics in the literature. A thorough discussion of study design is included and students will learn to assess the literature based on established levels of evidence. Students will learn to evaluate evidence and apply decision rules to arrive at sound, defensible clinical and public health decisions.

BIO515 Human Anatomy & Physiology   **6 Semester Credit Hours**

Prerequisite: None

This course provides a comprehensive consideration of the human anatomy and physiology. In this course, basic bio-organization and six areas of the body structural 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. The gross and microscopic structures and function of the blood, the male and female reproductive systems, cardiovascular system, lymphatic system, respiratory system, digestive system, and urinary system are explored. Emphasis is placed on the structural relationships and functional correlations and diseases and diagnostic procedures related to each system. This course involves both lecture and lab components.

BIO520 Histology   **4 Semester Credits Hours**

Prerequisite: None

Students receive fundamental knowledge regarding the structure and function of cells, how cells are organized into tissues and how tissues are organized into organs. In the histology laboratory, students learn to identify cells, tissues and organs through a microscope. This course involves both lecture and lab components.

BIO610 Neurosciences   **4 Semester Credits Hours**

Prerequisite: None

This course provides a broad introduction to the basic and clinical neurosciences, including motor function, cerebrovascular blood supply, sensory receptors, higher cortical functions, the limbic system, neurometabolism, and nervous system structure and function.

BIO620 Medical Pharmacology   **3 Semester Credits Hours**

Prerequisite: None

This course presents an introduction to the basic concepts and principles of pharmacology. Specific lectures are presented in the areas of pharmacokinetics, autonomic pharmacology, cardiovascular pharmacology, CNS pharmacology and the control of pain.

BIO630 Advanced Pathophysiology   **3 Semester Credits Hours**

Prerequisite: None

Students will obtain mastery of physiologic aspects of disease processes. The course provides a translational integration of pathophysiology of disease states specific to the evaluation and treatment of patient/client populations. The course provides an in-depth analysis of homeostasis and alterations of body systems as it relates to disease etiology and clinical presentation.

BIO640 Biomedical Capstone   **3 Semester Credits Hours**

Prerequisite: All previous MS in Biomedical courses

The Graduate biomedical capstone course is designed to provide learners with an opportunity to apply knowledge and skills acquired throughout the program of study, focusing on the competencies of the graduate prepared in biomedical sciences. This capstone course will guide you through the completion of your project. The course consists of many components: project experience, discussion, scholarly paper and virtual project presentation.

CA201 Introduction to Cannabis   **3 Semester Credit Hours**
Prerequisite: BA100
This course will discuss the basic life cycle of the plant/plant properties, and the natural origins and evolution of cannabis. Course will also include topics related to how cannabis influenced commercial, medical, ritual and religious practices in culture.

CA240 Cultivation Operations   **3 Semester Credit Hours**
Prerequisite: CA201
This course covers content related to cannabis cultivation center operations including cannabis cultivation, processing, transportation, and disposal, facility requirements related to cannabis cultivation, cannabis plant monitoring systems for tracking seed to sale, state regulations and inspections, and biosecurity measures.

CA260 Dispensary Operations   **3 Semester Credit Hours**
Prerequisite: CA201
This course covers logistic concepts including transportation, inventory, packaging, warehousing, materials handling, order processing, safety protocol and facility location

CA280 Cannabis Tax and Legal Regulations   **3 Semester Credit Hours**
Prerequisite: BA101
The course will discuss current policy related to the cannabis federal and state tax laws and legal regulations of the cannabis industry.

CHEM240 Chemistry   **4 Semester Credit Hours**
Prerequisites: None
Principles of chemistry dealing with the structure of matter, periodic system, chemical bonding, formulas and equations are studied in this course. Laboratory work provides an opportunity to see the applications of these chemical principles. This course involves both lecture and lab components.

CHEM241 Chemistry II   **4 Semester Credit Hours**
Prerequisites: CHEM240
Continuation of CHEM240, treating solutions, rates of reactions, chemical equilibrium, electrochemistry, chemistry of selected elements, and an introduction to organic chemistry. This course involves both lecture and lab components.

CHEM300 Organic Chemistry   **4 Semester Credit Hours**
Prerequisites: CHEM240
This course deals with the chemical principles involved in organic reactions. Emphasis is placed on compounds in the aliphatic series. The laboratory enhances lecture material by illustrating methods of preparation, purification and characterization of organic compounds using accepted techniques. This course involves both lecture and lab components.

CHEM301 Organic Chemistry II   **4 Semester Credit Hours**
Prerequisites: CHEM300
Continuation of CHEM300, derivation of these principles from a study of the properties, preparations and interrelationships of the important classes of organic compounds. This course involves both lecture and lab components.

CHEM404 Medicinal Plant Chemistry I   **4 Semester Credit Hours**
Prerequisites: CHEM240
Structure and chemical properties of plant secondary metabolites, including alkaloids, terpenoids and flavonoids. Students will plan their research projects and will begin cultivation of the plants they will use. They will also learn about methods of extraction, analysis of plant secondary metabolites and principles of good laboratory practice (glp). This course involves both lecture and lab components.

CHEM 405 Medicinal Plant Chemistry II   **4 Semester Credit Hours**
Prerequisites: CHEM404
Medicinal properties of plant secondary metabolites, including alkaloids, terpenoids and flavonoids. In the laboratory students will extract medicinal compounds from plants, analyze them using various instrumental and chemical methods in order to complete their proposed project and present it to their peers. This course involves both lecture and lab components.

CS115 Introduction to Computer Concepts and Applications   **3 Semester Credit Hours**
Prerequisite: None
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.

EH102 Speech   **3 Semester Credit Hours**
Prerequisite: None
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.

EH111 College Composition   **3 Semester Credit Hours**
Prerequisite: None
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.

ENV101 Environmental Geology   **3 Semester Credit Hours**
Prerequisites: None
A study of the impact of geological processes on society and the environmental consequences of the use of Earth resources by humans. Includes analyses of geologic hazards (including earthquakes, volcanic eruptions, groundwater contamination, flooding) and the attempts made to evaluate and mitigate their risks to human populations. Special attention will be focused on environmental impacts of land-use and economic resource development.

GEN305 Advanced Written Communications   **3 Semester Credit Hours**
Prerequisites: None
This course will introduce students to more in-depth academic writing genres incorporating narration, visual analysis, reviews and argument in a variety of academic publications. Students will continue to refine best practices regarding writing and research techniques, learn to conduct research relevant to individual student disciplines, and become well-versed in the effective use of online databases, journals, and libraries. Student will effectively incorporate, and document primary and secondary sources formatted correctly with the APA style, while demonstrating higher levels of composition incorporating the writing process and all elements of successful writing across multiple academic disciplines.

GEN310 Advanced Oral Communications   **3 Semester Credit Hours**
Prerequisites: None
This course explores theories that attempt to explain person to person interactions. Individual and dyadic variables affecting the development, maintenance, and dissolution of different types of relationships will be addressed. Topic areas, such as attributions, social exchange and equity, attraction, intimacy/affiliation and power/dominance, will be discussed in terms of current research findings.

GEN315 Principles of Economics   **3 Semester Credit Hours**
Prerequisites: None
This course provides an introduction to a broad range of economic concepts, theories and analytical techniques. It considers both microeconomics - the analysis of choices made by individual decision-making units (households and firms) - and macroeconomics - the analysis of the economy as a whole. The use of a market, supply and demand, model will be the fundamental model in which trade-offs and choices will be considered through comparison of costs and benefits of actions. Production and market structure will be analyzed at the firm level. Macroeconomic issues regarding the interaction of goods and services markets, labor and money at an aggregate level will be modelled. The role of government policy to address microeconomic market failures and macroeconomic objectives will be examined.

GEN325 Sociology of Work   **3 Semester Credit Hours**
Prerequisites: None
Consideration of world of work across time and cultures with special emphasis on American society. Impact of work on individuals and other social institutions.

GEN330 Introduction to Philosophy   **3 Semester credit hours**
Prerequisites: None
This course discussed the modern philosophy, from the Renaissance to the present, with careful study of works by Descartes, Hume, Kant, and others. Emphasis is placed upon the complex relations of philosophy to the development of modern science, the social and political history of the West, and man's continuing attempt to achieve a satisfactory worldview.

HI103 Fundamentals of Law for Health Information Management   **3 Semester Credit Hours**
Prerequisite: None
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.

HI205 Healthcare Administration and Supervision   4 **Semester Credit Hours**
Prerequisite: None
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; leadership and organizational behavior through a logical analysis of individuals, group leadership and management techniques; 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; planning the budget, accounting methodologies and budgeting variances; and the transition to an electronic health record.

HI217 ICD-10-CM Coding   **3 Semester Credit Hours**
Prerequisite: MO212
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.

HI219 ICD-10-PCS Coding   **3 Semester Credit Hours**
Prerequisite: HI217
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.

HI220 Externship in Health Information Technology   **3 Semester Credit Hours**
Prerequisite: All Concentration Courses in the A.A.S Health Information Technology program
This course provides supervised field experience in an approved clinical setting. At the site, the student is required to complete a minimum of 40 externship 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.

HI224 Health Care Data Analysis & Statistics   **4 Semester Credit Hours**
Prerequisite: HI103
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.

HI225 Health Care Reimbursement Methodologies   **4 Semester Credit Hours**
Prerequisite: HI224
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).

HM300 Legal Aspects & Healthcare Delivery   **3 Semester Credit Hours**
Prerequisite: HI103, HI220
This course provides students a study of legal and ethical issues in health care with a focus on practical applications in health information management. Topics include an overview of the U.S. health care delivery system, managing access and disclosure of personal health information and promoting ethical standards of practice.

HM306 Health Data Management   **3 Semester Credit Hours**
Prerequisite: HI224, HI220
This course is designed to be an advanced study of methods and topics to manage health care data with the primary focus on electronic health records. Topics include health care databases, documentation guidelines and evaluation of compliance with regulations and standards.

HM308 Reimbursement Systems   **3 Semester Credit Hours**
Prerequisite: HI225, HI220
This course focuses on analysis of various health care reimbursement methods and the role of health information management in the revenue cycle.

HM311 Health Information Systems   **3 Semester Credit Hours**
Prerequisite: HM306
Students will compare and contrast the methods of communication technology and data security measures in health care organizations. Students will study the framework and architecture that defines the electronic health record and the key role it plays in the quality of health care delivery.

HM312 Health Information Technology   **3 Semester Credit Hours**
Prerequisite: HM311
In this course, students will focus on problem-based learning and projects associated with computer applications in health care. Students will engage in practice issues and tasks applied to workflow analysis.

HM404 Healthcare Statistics & Research Methods   **3 Semester Credit Hours**
Prerequisite: HI220 (HIT program students only)
This course is designed to provide an introduction to research methods as well as analysis and presentation of data

HM406 Quality Management & Performance Improvement   **3 Semester Credit Hours**
Prerequisite: HM311
This course provides advanced study of the application of quality improvement tools, evaluation of documentation standards, quality improvement, utilization and risk management, and credentialing. Students will analyze data and create reports to support facility-wide quality initiatives.

HM408 Human Resources in Healthcare   **3 Semester Credit Hours**
Prerequisite: HI220
This course provides a study and application of the principles in managing health information management departments in health care facilities. Students will apply theories and best practices to the management of human resources.

HM416 Financial Management   **3 Semester Credit Hours**
Prerequisite: HM406
This course is designed to examine the financial aspects of health care and accounting principles. Students will evaluate the financial aspects of health care and accounting principles and how it relates to health information management department oversight.

HM418 Project Management   **3 Semester Credit Hours**
Prerequisite: HM416
This course will focus on developing strategic and operational plans in health care. Students will apply principles for the project management of health information services. This course provides a study of change, team building and leadership development related to practice in health care. Students will explore strategies for problem-solving and decision-making.

HM480 Capstone & Practicum   **4 Semester Credit Hours**
Prerequisite: Successful completion of all HIM baccalaureate degree courses and immunization documentation.
The Capstone & Practicum, a professional practice experience (PPE) in Health Information Management, is the culmination and demonstration of achieved competencies within the HIM curriculum. Students will develop a significant HIM project, research study or other applicable endeavor that measures their mastery of established HIM program outcomes.

HM604 Advanced Topics in Healthcare Statistics   **3 Semester Credit Hours**
Prerequisite: None
This course will investigate advanced statistical methodology and its application to allied health sciences. In addition to discussing experimental and quasi-experimental designs assessment of validity and reliability will be discussed along with advanced topics in statistics such as logistic regression, survival analysis, linear mixed models, generalized linear mixed models, and generalized estimating equations.

HR202 Compensation and Payroll   **3 Semester Credit Hours**
Prerequisite: None
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.

HR205 Employee Benefits   **4 Semester Credit Hours**
Prerequisite: BA105
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.

HR206 Employee Training & Development   **4 Semester Credit Hours**
Prerequisite: BA110
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.

HR210 Employment Law   **3 Semester Credit Hours**
Prerequisite: BA101
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.

HS105 Psychosocial and Vocational Aspects of Rehabilitation　　　　**3 Semester Credit Hours**

Prerequisite: SA101

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.

HS114 Crisis Identification and Resolution　　　　**3 Semester Credit Hours**

Prerequisite: None

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.

HS204 Case Management　　　　**3 Semester Credit Hours**

Prerequisite: None

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.

HS205 Group Process　　　　**3 Semester Credit Hours**

Prerequisite: SA101, SA102, SA103, SA104

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.

HS207 Trauma, Sexual Abuse and Recovery　　　　**3 Semester Credit Hours**

Prerequisite: SA101, SA102, SA103, SA104

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.

HY103 U.S. History 1865 to the Present　　　　**3 Semester Credit Hours**

Prerequisite: None

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.

IDS325 Pathophysiology　　　　**4 Semester Credit Hours**

Prerequisites: None

This course focuses on core concepts necessary to understand the physiological aspects of disease and the approach necessary for the professional provider. Explores the pathophysiology of common disease states and integrates quality and safety approaches to the evaluation and treatment of the client. The student will address scientific principles essential to understanding alterations in body systems and will develop professional clinical decision making for health promotion, risk reduction, and disease management across the lifespan. The course provides a comprehensive approach to common alterations in body systems and addresses etiology, and clinical presentation of the disease process.

IDS375 Bioinformatics　　　　**4 Semester Credit Hours**

Prerequisite: MS315

This course integrates information science, computer science, and cognitive science to acquire, process, design, and disseminate knowledge. The student will explore the use of information technology applications used by health care professionals to support the delivery of health care. Students will discuss the impact informatics has on the delivery of care including efficiency and productivity, client safety, confidentiality.

IDS410 Population Health: A Global perspective   **4 Semester Credit Hours**
Prerequisites: MS315 & ZU310
This course reviews concepts and theories related to the essentials of population health. Emphasizing the role of the provider in value transformation in healthcare and value-based care, exploring the contribution of health behavior to health outcomes, and evaluation of the implementation of population health management strategies. Principles of epidemiology and the influence of factors impacting the health and wellness of local and global communities are incorporated.

IDS450 Holistic Approaches to Healthcare   **4 Semester Credit Hours**
Prerequisites: For RN-BSN students NU350 / For Healthcare Science and Biomedical Science students HM404
This course introduces the use of complementary and integrative therapies in healthcare. The goal is to provide the student with knowledge and experience of mind/body self-healing skills, multi-cultural integrative healthcare theories, practice environments and interventions that can be used safely and effectively.

MA101 Introduction to Medical Assisting   **3 Semester Credit Hours**
Prerequisite: None
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.

MA114 Medical Assisting – Urinalysis and ECG   **4 Semester Credit Hours**
Prerequisite: MA101
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. This course also provides the student with the theory and practical application of electrocardiograms, Holter monitors, and pulse oximetry. Behavioral health, endocrinology, OB-GYN, Urology and Men's Health are covered both in practical application and theory. In the laboratory, hands-on skills are developed; universal precautions and quality control are emphasized. OSHA guidelines and CLIA regulations are introduced.

MA119 Medical Assisting – Phlebotomy   **4 Semester Credit Hours**
Prerequisite: MA114
This course provides the student with hands-on clinical and laboratory skills, including venipunctures, capillary punctures, complete blood counts, blood chemistry, coagulation and immunological testing. Students demonstrate to a patient how to use and maintain a glucose monitoring device. Also included in medical microbiology with specimen collection. Assisting with various medical exams including Gastroenterology, Orthopedics and Rheumatology are covered in both practical application and theory. OSHA guidelines and CLIA regulations are reviewed. Standard precautions and quality control continue to be practiced.

MA215 Medical Assisting – Medication Administration   **4 Semester Credit Hours**
Prerequisites: MA119
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 Eye and hearing testing and pulmonary function tests. Minor surgery includes sterile technique, assisting with surgical procedures Neurology and geriatrics are also included.

MA220 Medical Assisting Externship   **4 Semester Credit Hours**
Prerequisite: MA114, MA119, MA215
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.

ML160 Clinical Chemistry I   **3 Semester Credit Hours**
Prerequisite: None
An introduction to analytical techniques, instrumentation, and basic principles of clinical chemistry methods. Presents the theory and application of biochemical analytes, including clinical significance and normal reference ranges. This course involves both lecture and lab components.

ML170 Clinical Microbiology I   **3 Semester Credit Hours**
Prerequisite: None
This course will include basic concepts of microbiology. Emphasis will be placed on cell structure and function of human, pathogenic microorganisms. Disease, resistance, and immune system function will be included. Methods of microbe control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques. This course involves both lecture and lab components.

ML210 Professional Interpening   **3 Semester Credit Hours**
Prerequisite: None
This course is designed to provide students principles in evaluating cannabis flower for total quality control, psychotropic effects, and variety type designation. The course will focus on cannabis origins and history, speciation controversy, strain name dilemma, cannabis anatomy, chemistry of cannabinoids and terpenes, unacceptable physical and aroma characteristics, aroma perception technique, and predictors of psychotropic effects.

ML240 Extractions & Concentrates Fundamentals   **4 Semester Credit Hours**
Prerequisite: None
This course will provide understanding of cannabis extraction techniques and the products they produce. Emphasis will be placed on extraction methods including solvent extractions, ethanol, hydrocarbon, CO_2, solventless/mechanical extractions, hash/bubble hash, rosin, post-processing, solvent recovery, decarboxylation, winterization, distillation/isolation. The course will provide further understating of the types of Concentrates, and flower vs. concentrates.

ML265 Clinical Chemistry II   **3 Semester Credit Hours**
Prerequisite: ML160
Expanding upon concepts learned in Clinical Chemistry I, this course further examines the principles and procedures of various tests performed in Clinical Chemistry. Integral to this course is continued explanation of the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. This course involves both lecture and lab components.

ML275 Clinical Microbiology II   **3 Semester Credit Hours**
Prerequisite: ML170
Expanding on concepts learned in Clinical Microbiology I, this course provides further instruction in basic microbiology with emphasis placed on viruses, fungi, and parasites. Epidemiology and infection control will be introduced. A student laboratory will be utilized for experiences in fundamental microbiology techniques. This course involves both lecture and lab components.

MPS410 Plant Physiology   **4 Semester Credit Hours**
Prerequisites: CHEM240
Principles of plant nutrition, metabolism, plant water relations, transport of materials in plants and physiological aspects of plant growth and development. Methods of studying plant functions are emphasized.

MPS415 Plant Kingdom   **4 Semester Credit Hours**
Prerequisites: CHEM240
A treatment of form, life cycles and evolutionary relationships of algae, fungi, bryophytes and vascular plants.

MO203 Medical Ethics & Law   **3 Semester Credit Hours**
Prerequisite: None
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.

MO212 Pharmacology & Pathophysiology   **3 Semester Credit Hours**
Prerequisite: ZO115, ZO116
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.

MO217 Medical Administrative Procedures   **3 Semester Credit Hours**
Prerequisite: None
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.

MO223 CPT Coding   **4 Semester Credit Hours**
Prerequisite: HI217
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.

MO224 Advanced Coding   **4 Semester Credit Hours**
Prerequisite: HI219, MO223
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 MO223. 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.

MS110 College Algebra   **3 Semester Credit Hours**
Prerequisite: None
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.

MS113 Technical Mathematics   **3 Semester Credit Hours**
Prerequisite: None
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.

MS315 Statistics   **4 Semester Credit Hours**
Prerequisites: MS110
This course studies the theory and application of statistics. Estimation will be conducted using properties of sufficient statistics and maximum likelihood estimators. Hypothesis tests will be developed for population means, proportions, chi-square tests of independence, as well as regression and ANOVA. Statistical hypothesis testing will be applied to real-world data sets using technology.

NU100 Introduction to Foundational Nursing Concepts   **4 Semester Credit Hours**
Prerequisites: EH111, MS110, SC101, ZO115, ZO116
Co-requisite: ZO211
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.

NU125 Foundational Nursing Concepts II   **5 Semester Credit Hours**
Prerequisites: NU100 and ZO211.
Co-requisite: NU140
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.

NU140 Pharmacology and the Nursing Process   **3 Semester Credit Hours**
Prerequisites: MS110, ZO115, ZO116, and ZO211.
Co-requisite: NU125
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.

NU180 Nursing Concepts Across the Lifespan I   **6 Semester Credit Hours**
Prerequisites - NU125, NU140
Co-requisite: PY202
This course will focus on 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 previous fundamental nursing courses. Opportunities to apply theoretical concepts and perform nursing skills are provided through faculty guided clinical/learning experiences in acute health care settings.

NU210 Nursing Concepts Across the Lifespan II   **5 Semester Credit Hours**
Prerequisites: NU180 and SC101
Co-requisite: EH102
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 maternity, newborn, and pediatric patients. 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.

NU230 Nursing Concepts Across the Lifespan III   **6 Semester Credit Hours**
Prerequisites: NU210
This course will focus on 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. This course will feature 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. 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.

NU260 Nursing Concepts Across the Lifespan IV   **6 Semester Credit Hours**
Prerequisites: NU230
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.

NU275 ADN Transition to Nursing Practice   **4 Semester Credit Hours**
Prerequisites: NU260
Co-requisite: HY103
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 preceptor experiences that provide student opportunities to understand diverse professional nursing roles in a variety of healthcare settings.

NU300 Professional Nursing Practice   **4 Semester Credit Hours**
Prerequisites: None
This course focuses on professional standards of care, quality and safety benchmarks, code of ethics for nurses and state nursing practice acts. This course is designed to explore the role of the nurse as a leader in the profession and in health care delivery. Through this course, the student will gain a better understanding of leadership styles and techniques and will enhance their individual leadership skills in maintaining standards of care. The course also emphasizes the professional role of the nurse in assisting individuals in the community in locating and utilizing appropriate community resources. Principles and theories of leadership will be integrated and related to the role of the professional nurse in the delivery of care to individuals, groups, and communities This course also introduces the BSN Capstone project to assist the students with a professional practice framework that incorporates the National League for Nurses Core Values: Caring, Diversity, Integrity, and Excellence.

NU350 Evidence-Based Practice in Healthcare   **4 Semester Credit Hours**
Prerequisites: NU300, MS315
This course exposes the student to the role of research in professional nursing practice and the principles and models of evidence-based practice. The student will be introduced to quantitative and qualitative research by reviewing, evaluating and critiquing current research which use a variety of designs. Students will consider their own Capstone project when applying methods of nursing research related to evidence-based practice.

NU410 Population Health in Nursing   **4 Semester Credit Hours**
Prerequisite: NU350
This course reviews concepts and theories related to public, family, community, and population health. Emphasizing the role of the nurse in sustaining, restoring, and promoting health among diverse populations is explored. Principles of epidemiology and the influence of factors impacting the health and wellness of local and global communities are incorporated. The opportunity for students to collaborate within their community is explored using assessment tools to improve health outcomes. This course includes a practice component within a community health setting.

NU425 Transcultural Perspectives in Healthcare   **4 Semester Credit Hours**
Prerequisites: NU350
This course recognizes the importance of providing and incorporating cultural beliefs and experience of client, families, and their health care professionals with care settings. Topics include comparative analysis of communication styles, fostering open communication, family roles, dietary preferences, safety and concerns associated with cultural beliefs, values and practices of cultural norms, and the impact of health care practice. Nursing interventions that integrate and examine evidence-based practice related to various cultural beliefs will be discussed. The importance of incorporating a holistic approach in the care and treatment of the client will be demonstrated within this course.

NU460 Leadership: Trends in the Changing Healthcare Environment   **4 Semester Credit Hours**
Prerequisites: NU350
This course focuses on the principles of management and leadership in the delivery of healthcare. An overview of theories assists the student in the understanding of legal and ethical implications related to the role of the professional nurse in regard to care, staffing, budgeting, quality improvement, safety concerns, and other issues. Content includes current trends and issues in healthcare leadership and management and the contribution of the professional nurse. Analysis of the capstone project in relationship to changes in practice will be reviewed.

NU475 BSN Capstone   **6 Semester Credit Hours**
Prerequisites: All Concentration Courses in the Bachelors in Nursing program
For this final course of the BSN program, the student will complete the development of an evidence-based practice project. This practice project will incorporate a holistic approach to care that integrates the principles of advocacy, collaboration, caring, diversity, integrity and excellence of care. The project will analyze how the identified issue and interventions impact the health of the affected population.

NU500 Advanced Nursing Practice: Leading the Future of Healthcare   **3 Semester Credit Hours**
Prerequisite: Entry into program and a 300-level statistics course
This course will examine the history of advanced nursing practice, discuss the differing definitions of advanced nursing practice, and review the role from a global perspective. The students will discuss the impact of healthcare economics, the key aspects within the delivery of health services, and the ethical issues related to healthcare within the global community.

NU510 Advanced Health Assessment   **3 Semester Credit Hours**
Prerequisite: NU500 as prerequisite or co-requisite
This course will build upon the nurses health assessment skills developed in their undergraduate nursing program. This course will build upon the theoretical and clinical basis for assessment. This course will review the knowledge and skills necessary for a comprehensive holistic assessment. The comprehension of the advanced assessment skills related to physical, psychosocial, and cultural assessments across the lifespan will be demonstrated.

NU520 Advanced Pathopharmacology   **4 Semester Credit Hours**
Prerequisite: NU500 as prerequisite or co-requisite
Advanced Nursing Practice includes the knowledge related to the concepts within pathophysiology and drug therapy. In this course, students will integrate concepts of pathophysiological processes and pharmacologic treatment as a foundation for advanced nursing practice. Students will have the opportunity to apply the knowledge to specific real-world clinical cases.

NU540 Health Information Management: Promoting Quality and Safety in Healthcare
Prerequisite: NU500 as prerequisite or co-requisite   **3 Semester Credit Hours**
This course incorporates today's dynamic health systems, technology and the role it plays in providing safe effective healthcare. Through a critical assessment of emerging technologies, the key elements of nursing informatics will be considered. This course will provide an overview on how to view and evaluate electronic solutions for optimal usability of users. Finally, the course will review the impetus from the federal government for the use of information technology for the improvement of health outcomes for patients and populations. Thorough analysis of healthcare promotion, advanced systems, internet and networking all play a role in advanced nursing practice.

NU570 Quality and Safety in Healthcare   **3 Semester Credit Hours**
Prerequisite: NU500 as prerequisite or co-requisite
This course will analyze the quality and safety competencies for graduate level nursing education. The student will demonstrate the knowledge necessary to continuously improve the quality and safety of the healthcare systems within which they work.

NU600 Theoretical Approach to Education   **3 Semester Credit Hours**
Prerequisite: NU510, NU520, NU540 and NU570 as prerequisite (NU570 can be a co-requisite)
This course will introduce the teaching-learning process, the role of the nurse as educator, and the characteristics and needs of today's nursing students. The student will examine influential learning theories and how they guide current practices in nursing education. Legal and ethical considerations will be examined and specific attention will be placed on nursing education and the Quality and Safety Education for Nurses (QSEN) competencies.

NU610 Leadership: Theoretical and Evidence-Based Practice   **3 Semester Credit Hours**
Prerequisite: NU510, NU520, NU540 and NU570 as prerequisite (NU570 can be a co-requisite)
This course will review theoretical approaches to leadership, from the simple to the more abstract. The Theoretical frameworks for the practice of leadership in organizations, as well as the review of your leadership style. This course will focus on specific leadership topics such as strategic leadership, systems thinking, team leadership, change management and developing teams. The legal and ethical ramifications related to decision making will be reviewed. Leadership theory will be applied in order to assess the student's ability to analyze organizational process, address challenges related to leading organizations, operations, and projects.

NU620 Curriculum Development and Evaluation   **3 Semester Credit Hours**
Prerequisite: NU600 as prerequisite
In this course, students will analyze the curriculum development and evaluation process, focusing on aligning program and course learning objectives and design with student learning needs. Specific attention will be given to both current and future trends in nursing curricula.

NU630 The Finance and Economics of Healthcare   **3 Semester Credit Hours**
Prerequisite: NU570 as prerequisite
This course reviews the healthcare economy, influencing forces, reimbursement models, market development and healthcare finances to a variety of settings. Principles related to the development of budgets, variance and economic evaluations methods are considered. Consideration of the global health economy will be examined as well.

NU640 Assessment: The Facilitation of Learning   **3 Semester Credit Hours**
Prerequisite: NU620 as prerequisite or co-requisite
This course will analyze diverse strategies to facilitate learning in a variety of settings, including in the classroom, the clinical and laboratory settings, and online. Varied assessment methods, including normative and criterion referenced assessments as well as both formative and summative evaluation strategies will be examined.

NU650 Quality Assurance, Patient Safety, and Regulatory Compliance   **3 Semester Credit Hours**
Prerequisite: NU610 as prerequisite
This course provides the student with an understanding of healthcare quality improvement including methods and tools to increase patient safety, improve healthcare outcomes and reduce risk in the healthcare setting. It focuses on applying expert knowledge and management expertise to the challenges faced by healthcare organizations. Healthcare organizations are held accountable for ensuring the quality of care and services. Students will explore the role of leadership in the success of quality and performance improvement initiatives. Quality management and performance improvement and management concepts, systems, practices, and technologies will be examined.

NU670 Current Issues in Healthcare Policy   **3 Semester Credit Hours**
Prerequisite: NU650 as prerequisite
This course focuses on the process of policy development in organizing, financing and delivering healthcare in today's complex environment. The student will analyze approaches to contemporary problems in healthcare. Health policy has a direct effect on quality of life, the student will explore accessibility, cost, and quality of health care services. This course will review the policy-making system of the United States, and offer a brief comparison to health policies of other nations. Specific attention will be paid to environmental health policy, health care reform, pharmaceutical policy, injury prevention, and aging and long-term care.

NU680 Educational Leadership: The Pursuit of Continuous Quality Improvement
Prerequisite: NU640 as prerequisite   **3 Semester Credit Hours**
This course introduces the student to educational leadership and developing individuals and groups to shape programmatic culture and success. The course will facilitate the development of a shared strategic vision for educational programs, formulating goals and planning change efforts with stakeholders. Further, this course will develop students' knowledge of evidence-based teaching and the continuous quality improvement of nursing education programs.

NU695 MSN Capstone   **4 Semester Credit Hours**
Prerequisite: all previous MSN courses
The Graduate nursing capstone course is designed to provide learners with an opportunity to apply knowledge and skills acquired throughout the program of study, focusing on the competencies of the graduate prepared nurse. This capstone course will guide you through the completion of your project. The course consists of many components: project experience, discussion, scholarly paper and virtual project presentation. The project experience includes independent practice based project reviewed and approved by the course faculty. Students are also required to obtain a qualified individual who volunteers to serve as their mentor* for the project. Participation of the mentor is subject to approval by the faculty.

PF230 Pipefitting Fundamentals   **3 Semester Credit Hours**
Prerequisites: MS113
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.

PF235 Practical Pipefitting   **2.5 Semester Credit Hours**
Prerequisites: PF230
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.

PHY200 Physics I   **4 Semester Credit Hours**
Prerequisites: None
This course discusses the topics of mechanics, heat, wave motion, and vibration. This course involves both lecture and lab components.

PHY210 Physics II   **4 Semester Credit Hours**
Prerequisites: PHY200
This course discusses the topics of electricity and magnetism, optics, and modern physics. This course involves both lecture and lab components.

PY101 Introduction to Psychology   **3 Semester Credit Hours**
Prerequisites: None
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.

PY202 Lifespan Development   **3 Semester Credit Hours**
Prerequisites: None
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.

SA101 Introduction to Addiction Counseling   **3 Semester Credit Hours**
Prerequisites: None
This course provides students with an introduction to addiction counseling 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 addiction counseling for various populations.

SA102 Ethics and Boundaries in Addiction Counseling   **3 Semester Credit Hours**
Prerequisites: None
This class will provide students with an overview of ethical and boundary considerations in addiction counseling. The class will teach an ethical base for counseling, review ethical dilemmas, and teach various ethical decision-making models relevant to addiction counseling.

SA103 Motivational Interviewing   **3 Semester Credit Hours**
Prerequisites: None
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.

SA104 Multicultural Counseling in Addiction   **3 Semester Credit Hours**
Prerequisites: None
This course will focus on the competency of multicultural and special population considerations in addiction 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.

SA201 Addiction and the Family   **3 Semester Credit Hours**
Prerequisite: Any 100 level SA course.
This course will identify the effects of addiction counseling 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 addiction counseling and appropriate best practice models for interventions with family members.

SA202 Co-occurring Disorders   **3 Semester Credit Hours**
Prerequisite: Any 100 level SA course.
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 V.

SA231 Addiction Counseling Capstone   **3.5 Semester Credit Hours**
Prerequisite: All SA & HS courses
This course emphasis on addiction counseling techniques, and strategy. The student will create a capstone project to demonstrate techniques learned in the classroom.

SAC300 Current Topics in Addiction Counseling   **3 Semester Credit Hours**
Prerequisites: None
Students in this course will learn how to access online resources that explore controversial issues impacting addiction and recovery. This is an interactive course that will emphasize critical thinking and the ability to articulate complex issues and positions.

SAC310 Professional Standards for Addiction Counseling   **3 Semester Credit Hours**
Prerequisites: None
In this course we will examine the IC&RC's 12 Core Functions, the NAADAC Code of Ethics, state and federal regulations that govern addiction counselors, substance abuse agencies and available services. We will discuss the qualifications required for certified and licensed counselors, and the role and responsibilities of certified clinical supervisors. Students will study online resources that can help them prepare for the certification exam and access ongoing education for licensing renewal.

SAC320 Addiction Prevention: Theories and Techniques   **3 Semester Credit Hours**
Prerequisites: None
This course examines the history of drug prevention programs and the development of science-based campaigns. We will discuss the role of research and the interpretation of statistical data, and will differentiate between primary, secondary and tertiary prevention.

SAC330 Interviewing and Counseling   **3 Semester Credit Hours**
Prerequisites: None
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

SAC340 Professional Documentation for Addiction Counselors   **3 Semester Credit Hours**
Prerequisites: None
In this course, students will learn about standardized forms, guidelines governing documentation, scope of practice limitations, federal confidentiality regulations concerning documentation, and electronic medical record programs (EMR). Students will learn and practice the techniques of professional writing, developing clear and concise documentation based on case studies.

SAC350 Diagnosis and Treatment Planning in Addiction Services   **3 Semester Credit Hours**
Prerequisites: None
Students in this course will learn guidelines for developing objective addiction diagnoses, review the parameters for addictions counselors in diagnosing and describing disorders and treatment needs, and learn how to create measurable, behavioral treatment plans based on their observations. We will also discuss strength-based treatment planning and techniques to effectively partner with clients through the diagnosis and treatment planning process.

SAC360 Fundamentals of Public Health   **3 Semester Credit Hours**
Prerequisites: None
This course introduces students to the field of public health: its historical evolution, fundamental theories, concepts and practice in the US, and its core values and ethical principles. The structure of the public health system, the ten essential services, and the core knowledge areas (epidemiology, biostatistics, social and behavioral sciences, environmental health, and healthcare policy and administration) are outlined in order for students to comprehend the breadth of complex factors impacting health and the tools available to protect and promote health.

SAC370 Community Psychology   **3 Semester Credit Hours**
Prerequisites: None
Community Psychology as a discipline and as professional practice is continually changing - it is the understanding that context matters. This course will encourage students to contribute to this body of applied knowledge. Social issues, community support systems, and policies and interventions that foster collective and individual wellness are the focus of this interactive and interdisciplinary subject.

SAC380 Human Services Organizational Systems   **3 Semester Credit Hours**
Prerequisites: None
This course prepares students to function effectively within organizations, as most human services work involves interactions with multiple private and public organizations. Students develop an understanding of organizational structure and functions through an overview of common organizational structures and management systems and the principles of organizational behavior that influence the work environment. An introduction to the strategic planning and budgeting cycle is provided including the process of grant funding. Basic concepts of personnel management and common techniques and procedures for outcome measurement and program evaluation will also be presented.

SAC390 Counseling Theories for Addiction Treatment   **3 Semester Credit Hours**
Prerequisites: None
This course provides a historical perspective of the major treatment approaches that have been used to treat addictions, including psychoanalysis, and behavioral therapy, with a focus on cognitive behavioral therapy. Students will learn how to apply CBT and Motivational interviewing concepts through experiential exercises.

SAC400 Spirituality and Addiction   **3 Semester Credit Hours**
Prerequisites: None
This course explores the historical connection between spirituality and addiction, including prehistoric rituals, temperance movements, the creation of Alcoholics Anonymous, the development of therapeutic communities, and current programs that include spiritual components. Students will identify potential values conflicts that counselors may experience in their work and the impact cultural factors may have on treatment results.

SAC410 Public Policy and Advocacy   **3 Semester Credit Hours**

Prerequisites: None

Students in this course will become acquainted with human services policies and the legislative and private sector processes of policy development. Students will further discover the role of advocacy in influencing social welfare programs for a variety of populations. Students learn the skills needed to act effectively in developing policies and for planning an advocacy campaign.

SAC420 Process Addictions   **3 Semester Credit Hours**

Prerequisites: None

This course provides advanced study in the treatment of process addictions, such as compulsive gambling, sexual addiction, work addiction, spending addiction, and eating disorders. Students learn the special issues involved in screening, assessment, prevention, treatment, and relapse prevention related to process addictions.

SC101 Introduction to Sociology   **3 Semester Credit Hours**

Prerequisite: None

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.

WD100 SMAW Fundamentals   **5 Semester Credit Hours**

Prerequisite: None

This course provides the student with the opportunity to develop attitudes in welding safety, skills in shielded metal arc welding (SMAW) fundamentals, operation of welding machine power sources and accessories, electrode classification and selection. It provides training for the skill development necessary to make pad welds in all positions using E6010 and E7018 electrodes. 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 become proficient with oxy fuel torches and be issued a torch safety certificate as well. Students will have the opportunity to develop skills making multi-pass fillet welds on inside corner joints. Students will also learn the plasma arc cutting process.

WD120 Metallurgy and Blueprint Reading   **6 Semester Credit Hours**

Prerequisite: None
Co-requisite: WD100

Students in this course 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. Also, this course develops skills 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. 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

WD140 SMAW Intermediate   **4 Semester Credit Hours**

Prerequisite: WD100, WD120

This course provides the students 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 plate in all positions with E6010 and E7018 electrodes. 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 students have 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. Students will continue using torches and plasma cutting to cut out their bend tests.

WD160 FCAW and GMAW Fundamentals   **4 Semester Credit Hours**

Prerequisite: None
Co-requisite: WD140
This course provides the student with the opportunity to develop skills using the semi-automatic, flux-cored arc welding (FCAW) process. Emphasis on the proper use of semi-automatic equipment, operations, and machine adjustments will be explained. It provides training to develop the manual skills to make quality multi-pass welds in all positions on plate. Air carbon arc gouging and ceramic backing are also skills that are introduced for making complete joint penetration (CJP) welds as opposed to partial joint penetration (PJP) welds. The course also offers the students the opportunity to develop skills for the gas metal arc welding (GMAW) process in similar welding positions as practiced in WD100 and WD140. Instruction includes fundamental types of equipment and the basic theory and practice of metal transfer modes for GMAW.

WD180 GTAW Fundamentals   **4 Semester Credit Hours**

Prerequisite: WD140, WD160
This course introduces the gas tungsten arc welding (GTAW) 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 GTAW fillet, open root, and regular groove welds in multiple positions with different techniques. Students will learn how to do build ups, using GTAW, for lack of stock, and may see some use of copper chiller plates for welding thin materials.

WD200 SMAW Pipe   **4 Semester Credit Hours**

Prerequisite: None
Co-requisite: WD180
This course offers the students the opportunity to develop skills in open root stick pipe procedures. It offers training to develop the manual skills necessary to perform proper joint fit-up and tacking procedures. Students will develop skills to produce quality multi-pass welds on schedule 80 mild steel pipe in the 2G, 5G, and 6G positions, using E6010 and E7018 electrodes. The students will train to qualify as 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 for preparation to pass weld testing for pipe welding jobs.

WD220 GTAW Pipe & Aluminum Welding   **4 Semester Credit Hours**

Prerequisite: WD180, WD200
This course offers the student the opportunity to develop skills in the GTAW process on mild steel pipe and introduces thin wall (schedule 10) stainless steel pipe and the expectations and techniques that go along with it. 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. This course also provides the opportunity for skill reinforcement of the "walking the cup" technique to deposit the root, hot, and fill passes and incorporates the SMAW process with E7018 low hydrogen electrodes for completing the weld. Identification of pipe welding defects is also included. Students will be able to bend test their pipe weld coupons as well. This course also provides the student with the skills necessary to safely set up and shutdown both GMAW and GTAW welding equipment for use on aluminum. It also provides the student with the skills necessary to produce stringer beads, pad, and fillet welds in all positions, using both processes.

WD240 Fabrication and Pipefitting Fundamental   **5 Semester Credit Hours**

Prerequisite: None
Co-requisite: WD220
This course offers the students the opportunity to develop fabrication skills and proper attitudes in fitting and tacking materials safely. Instruction includes fundamental layout skills and practices and will include welding skills from all previous welding classes to produce accurately fit weldments. Students will learn some common math formulas for fitting steel and learn to figure out the weight of objects for rigging applications. Students will get exposure to a track torch for cutting and heat straightening materials. This course offers the student an introduction to pipefitting theory, nomenclature, materials, calculations, and layout. It offers the student the opportunity to develop skills necessary to successfully fit pipe including the safe use of hand and power tools. This course presents the student with the opportunity to develop skills in above ground piping with a 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.

WL112 Quality Metal Technology   **3 Semester Credit Hours**

Prerequisite: None

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. Also 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.

WL121 Shielded Metal Arc Welding (S.M.A.W.) Basic   **3 Semester Credit Hours**

Prerequisite: None

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.

WL130 Flux-Cored Arc Welding (F.C.A.W.)   **2 Semester Credit Hours**

Prerequisite: None

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.

WL132 S.M.A.W. Intermediate   **2 Semester Credit Hours**

Prerequisite: None

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.

WL137 S.M.A.W. Advanced   **2 Semester Credit Hours**

Prerequisite: WL132

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.

WL134 S.M.A.W. Structural   **2 Semester Credit Hours**

Prerequisite: WL132

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.

WL138 S.M.A.W. Pipe I   **2 Semester Credit Hours**

Prerequisite: WL137

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.

WL139 S.M.A.W. Pipe II   **2 Semester Credit Hours**

Prerequisite: WL138

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.

WL141 Blueprint Reading and Drafting for Welders   **3 Semester Credit Hours**
Prerequisite: None
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.

WL203 Gas Metal Arc Welding (G.M.A.W.) Basic   **2 Semester Credit Hours**
Prerequisite: None
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.

WL204 Fabrication   **2.5 Semester Credit Hours**
Prerequisite: WL203
Course offers the student the opportunity to develop skills and proper attitudes in welding safety and the gas metal arc welding process using fabrication skills to produce a product with skills learned in WL203. Instruction includes fundamental types of equipment and the basic theory and practice of metal transfer emphasis will be placed on fabrication skills.

WL210 Gas Tungsten Arc Welding (G.T.A.W.) Basic   **2 Semester Credit Hours**
Prerequisite: None
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.

WL215 G.T.A.W. Pipe   **2 Semester Credit Hours**
Prerequisite: WL214
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.

WL214 G.T.A.W. Advanced   **2 Semester Credit Hours**
Prerequisite: WL210
This course provides the student with advanced skills in the Gas Tungsten Arc Welding process. Expanding on the skills learned in WL210 and also adding proficiency in various welding positions and directions.

WL241 G.T.A.W. and G.M.A.W. Welding of Aluminum   **2 Semester Credit Hours**
Prerequisites: WL204 and WL214
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.

ZO101 Medical Terminology   **3 Semester Credit Hours**
Prerequisites: None
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.

ZO115 Human Anatomy and Physiology of the Structural Systems   **4 Semester Credit Hours**
Prerequisite: None
In this course, basic bio-organization and six areas of the body structural 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. This course involves both lecture and lab components.

ZO116 Human Anatomy and Physiology of the Organ Systems   **4 Semester Credit Hours**
Prerequisite: None
The gross and microscopic structures and function of the blood, 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. This course involves both lecture and lab components.

ZO201 Pharmacology   **3 Semester Credit Hours**
Prerequisites: ZO101 (MA program students only)
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.

ZO211 Microbiology   **4 Semester Credit Hours**
Prerequisite: ZO115, ZO116. Co-Requisite for Nursing Program: NU100
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. This course involves both lecture and lab components.

ZU310 Genetics   **4 Semester Credit Hours**
Prerequisites: ZO211
This course prepares the student with a general knowledge of gene structure and the human genomes organization and function. The topics will explore the structure and function of genes, chromosomes and genomes, biological variation resulting from recombination, mutation, and selection, population genetics, use of genetic methods to analyze protein function, gene regulation and inherited diseases.

Emergency Guidebook

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Introduction

This guidebook was designed to give members of the Beal University community a ready-reference on how to respond in case of an emergency situation on or near the campus.

Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here is how you can do your part:

- **Plan Ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- **If you see something, say something.** Report crimes, suspicious behavior, and safety concerns to a staff or faculty member.
- **Remember – if calling 911 from a campus phone there is no need to dial 9 to get an outside line; dial 911 directly.**

Training

Students are trained and provided this information at the time of enrollment and signing of the enrollment agreement, acknowledging receipt of the catalog. Staff and Faculty are trained and provided the information upon hire and signing of the Employee Handbook Acknowledgement.

Active Shooter

Quickly determine the best way to protect your life.

Evacuate if possible
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

    Hide out
- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence mobile phones.

    Take action
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter, if possible. Discharge the fire extinguisher, aiming at the shooter's eyes and nose.

CALL 911 AND USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM AS SOON AS IT IS SAFE TO DO SO.

Lockdown

An imminent threat of violence may be cause for a lockdown on all or part of campus. Some exterior doors will be locked. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering the building.

If a lockdown is ordered:
- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible.
- Avoid being seen from the outside, if possible.
- Monitor text and email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to the receptionist.
- Use discretion in admitting anyone into a secured building. Require all backpacks and other bags be left outside at least 30 feet from the building. Require all persons seeking shelter to open all outer garments for visual inspection before allowing entry.
- Do not leave a secure location until receiving an "all clear" from a police officer, security officer, or a Beal University email or text notification.

Fire

In the event of a fire on campus:
- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, take your personal items with you.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Close doors behind you as you leave.
- If trapped, keep the doors closed and place cloth under them to keep out smoke.
- Once outside, stay a minimum of 300 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or Beal University officials deem it safe to reenter.

Bomb Threat

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:
- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? If not you, then who?
- Why did you place the bomb?
- How many bombs are there?
- What is your name and address?
- Call 911 and your Chief Operating Officer immediately. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Inform the police of any suspicious packages, items, or people in the area.
- Follow instructions from first responders in regards to evacuation.

Suspicious Package

- Do not open any suspicious items. If you have already opened it, remain calm.
- Call 911 and your Chief Operating Officer immediately.
- Do not move the letter or package or examine it further.
- Get all people out of the area. Close the area off, if possible.
- Limit the use of two-way radios and mobile phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with it, keep your hands away from any part of your face. Do not touch others and do not let others touch you.
- Wash your hands and arms from the elbows down in hot soapy water.
- Do not attempt to clean or cover anything that might have spilled from the package.
- Follow all instructions from emergency responders

Emergency Notification

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at Beal University:

- Beal University website: www.beal.edu.
- Beal University social media pages – Facebook and Twitter.
- Student and faculty portals
- Broadcast emails
- Broadcast text messages
- Internal Emergency Notification System

STAY INFORMED AND UP-TO-DATE: http://www.noaa.gov/

Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized Beal University official.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit in a safe and orderly manner. Take personal belongings with you.
- Once outside, stay a minimum of 300 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or Beal University officials deem it safe to reenter.

Evacuating the Disabled

Pre-Planning is Important. If you may need assistance evacuating in an emergency, advise your Chief Operating Officer.

- Evaluate your need to identify yourself as someone who requires assistance. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all evacuation options and prioritize them. Consider the pros and cons of being carried, for example. You have a chance of getting out but you and/or your helpers may be injured.

Medical Emergencies

- Do not move a seriously injured person unless there is a life-threatening situation.
- Dial 911 and give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid (if you know how); keep the victim as calm and comfortable as possible.
- Remain with the victim.
- Notify the receptionist and Chief Operating Officer.

Reporting Crime

All crimes should be reported to the Chief Operating Officer. Beal University personnel will respond and will call local police for assistance when necessary.

If you witness a crime in progress, dial 911. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until police arrive on scene, unless it is not safe to do so.

Shelter-in-Place

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-in-Place is ordered:
- Seek shelter in an interior room with few windows.
- Close and lock all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by using several rooms, if necessary.
- Monitor Beal University notification systems (email blasts, text blasts, student/faculty portals, and social media).
- Report any emergency or unusual conditions to the receptionist and Chief Operating Officer.
- Do not leave the building until receiving the "all clear" from police, emergency responders, or a Beal University authorized official.

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Hazardous Materials and Radiation

Beal University does not store and/or utilize any hazardous material/solutions in any laboratory classroom. All practice pharmacology or Intravenous Therapy supplies are Demo-Doses and/or bacteriostatic water.

Blood-borne Pathogens

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, the following procedure should be followed:
- Notify the Clinical Instructor, follow agency/institution protocol, contact the infection control nurse, and contact your Program Director/Lead Instructor.
- Payment for patient testing is covered by the agency/institution.
- Payment for initial student testing is covered by the school.
- Any required medical treatment such as prophylactic drug therapy should be ordered by the agency/institution infection control medical practitioner and follow acceptable CDC guidelines.
- The individual student is responsible for drug therapy costs and subsequent follow-up testing.

Infectious Diseases

Students in clinical rotations or externships may be asked to care for patients with communicable infectious illnesses. A student may not refuse this assignment unless a physician's note specifically excluding this type of care is written and received by the Instructor and Program Director/Lead Instructor. Appropriate personal protective equipment (PPE) should be used in any situation, regardless if the presence of an infectious disease is known or not.

Student in Distress

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, contact the Chief Operating Officer immediately.

Quick Reference for helping Students having difficulties:
Recognize Symptoms
- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.
  Respond to the Student
- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.
  Refer the student to a Mental Health Professional
- Be caring, firm, and straight-forward in your referral.

Tornado/Severe Weather

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued by the National Weather Service when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter if a tornado warning is issued.
- DO NOT PULL THE FIRE ALARM TO ALERT OTHERS
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter
- Wait for an all-clear notification prior to returning to your work area or classroom
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or there is no time to get indoors.

Media Calls

The Chief Operating Officer (COO) serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Chief Operating Officer at the Corporate Office. The COO speaks on behalf of Beal University and has the most accurate and up-to-date information. In addition, the COO works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from media representatives, please take the following steps:
- Direct all media inquiries to the Chief Operating Officer.
- To assist the COO in responding as quickly as possible, obtain the following information and forward to the COO:
  o The reporter's name and phone number.
  o The media organization he/she represents.
  o The type of information he/she is seeking.
  o The reporter's deadline.
- Regardless of the situation or what the media questions might be, never say "No Comment." A better response is "Thanks for calling. Allow me to refer you to our COO who handles media questions and he will be able to assist you."
- Never talk "off the record" with the media. Always assume that they will use any and all information they obtain in their report.

Hostage Situation

IF YOU HEAR OR SEE A HOSTAGE SITUATION:
Immediately remove yourself from any danger and call 911. Provide them with the following information:
- Location and room number of the incident.
- Number of possible hostages and hostage takers.
- Physical description and name of hostage takers, if known.
- Any weapons the hostage takers may have.
- Your name, location, and phone number.

IF YOU ARE TAKEN HOSTAGE:
- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION:
- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stay still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.
- If you are handcuffed and searched DO NOT resist. You will be taken to a safe area where proper identification and status will be determined.

Sexual Assault

SEXUAL ASSAULT DEFINED. Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieve by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Attempted or Actual Penetrations: Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, or causing the other to touch the harasser's private parts.

All Other Forms of Non-Consensual Sexual Contact: Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing or touching the private parts of another, or causing the other to touch the harasser's private parts.

Consent: Consent is often a critical issue in sexual assault cases. Each participant in a sexual encounter is expected to obtain and give consent to engage in all forms of sexual activity:
- Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision.
- Consent is informed, voluntary, and actively given.
- Consent exists when all parties exchange mutually affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity.
- Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone.
- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

- An individual who is physically incapacitated from alcohol or drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent.
- Being intoxicated or impaired by alcohol or drugs is never an excuse for sexual assault, sexual harassment, or other sexual misconduct and does not diminish one's responsibility to obtain consent.
- Just because someone has consented to sex in the past does not mean that they are consenting now.

What to do in the event of a sexual assault:
- Call 911 to report the assault.
- Do not change your clothing.
- Do not shower, wash, douche, or use the toilet prior to a medical exam.
- Do not apply medications to injuries unless absolutely necessary.
- Do not disturb anything in the area where the assault occurred.
- Do not drink or chew gum.
- Do not store your clothing in anything other than a new, clean plastic bag.
- Get medical attention as soon as possible.

Emergency Contacts & Resources

Police/Fire/Medical (emergency) .... 8+911
Police (non-emergency) 207-947-7382
Chief Operating Officer 207-947-4591

CATALOG SUPPLEMENT

Main Campus Administration and Faculty

Effective: 4/5/2022

Sheryl DeWalt	President and CEO
Steve Villett	Chief Operating Officer
Jeff Burbine	VP of Enrollment
Colleen Koob	Academic Dean
Renee Dunton	VP of Finance
Bonnie Shumate	Director of Financial Aid
Robin Tardiff	Career Services & Student Services
Donna Bancroft	Librarian
Olivia Gauvin	Registrar

For education related questions, please see any member of the education team labeled below as a "Dean", "Director" or "Program Director".

Deans

Carlini, Brent DC, M Ed, LMT, E-RYT	Director of Center for Teaching and Learning and Distance Ed Administrator	Health Sciences, Nursing, Business & Technology	New York Chiropractic College, D.C. Western Governors University, M.Ed. Allegheny College, B.A.
Trowers-Bell, LaToya Ed.D., MBA	Dean of Health Sciences	Health Science	Capella University, Ed.D. New York Institute of Technology, M.B.A. Colorado Technology University, B.A.
Koob, Colleen DNP, RN, MSN	Dean of Nursing / Academic Dean	Nursing	Northeastern University, D.N.P., M.S.N. and B.S.N.
Villett, Steve MBA	Dean of Business & Technology	Business & Technology	Endicott College, M.B.A. North Adams State College, B.A.

Program Directors

Fox, Nicholas	Program Director	Welding	Eastern Maine Community University
Cunningham, D. Scott MD, PhD.	Program Director	Biomedical Science	Uniformed Services University of Health Sciences, MD Wake Forest University, PhD. University of California, B.S.
Curtis, Joyce CMA (AAMA), HIT	Program Director	Medical Assisting Medical Administrative Specialist	Beal College, A.S.
Trowers-Bell, LaToya Ed.D., MBA	Program Director	Cannabis and Medicinal Plant Sciences Health Science,	Capella University, Ed.D. New York Institute of Technology, M.B.A. Colorado Technology University, B.A.
Munsey, Dan MSN, BSN, RN	Program Director	Nursing	St. Joseph's College of Maine, M.S.N. University of New England, B.S.N., A.S.N.
Siebert, James Ph.D.	Program Director	Addiction Counseling	California Institute of Integral Studies Ph.D. Roosevelt University, M.A. Loyola University, B.S.
Serrao, Sean MBA	Program Director	Accounting, Business Administration, Human Resource Administration	University of South Florida, M.B.A. Stetson University, B.A.,
Wilson, Liz MA MA, RHIA, CPC-I, CCS, CDIP, CPC, CRC, CEMC, CPMA, CPCO, CHC, CFE	Program Director	Health Information Technology, Health Information Management	Medaille College, M.S. Manhattan College, B.S. Erie Community College, A.A.S

Full-time Faculty:

Carr, Denise MSN, BSN, RN	Full time faculty	Nursing	Husson University, M.S.N. University of Maine, B.S.N., A.S.N.
Holmes, Debbie MSN, RN	Full time faculty	Nursing	St. Joseph's College, M.S.N. University of Southern Maine, B.S.N.
Hadley, Ashley MSN, BSN, RN	Full time faculty	Nursing	Husson University, M.S.N, B.S.N
Simmons, Hilari RHIT, CCS, CPC-I, CPC, CCMA, CPRC, AHI, CBCS	Full time faculty	Health Information Technology	Beal University, A.S. Eastern Maine Community College, A.A.S.

Branch Campus Administration and Faculty

Effective: 4/5/2022

Sheryl DeWalt	President and CEO
Joseph Amoral	Campus Director
Mallory Morehouse	Director of Admissions
Billie Jo Theriault	Financial Aid
Ginger Glodowske	Student Services

For education related questions, please see the education team labeled below as a "Dean", "Director" or "Program Director".

Program Director

Amoral, Joseph MSN, BSN, RN	Program Director / Campus Director	Nursing	Purdue University, M.S.N. Kaplan University, B.S.N. Kaplan University, A.S.

Academic Calendar
Effective: 4/5/2022

Program Start Dates

Beal University schedules six modules in a calendar year that meets for eight weeks.

Beal University observes Constitution and Citizenship Day on September 17th of each year to commemorate the September 17, 1787 signing of the United States Constitution. If September 17th falls on a Saturday, Sunday, or holiday, the University will celebrate Constitution Day during the preceding or following week.

2021	Start	End
MOD 3	1/4/2021	2/25/2021
MOD 4	3/1/2021	4/23/2021
MOD 5	5/3/2021	6/24/2021
MOD 6	7/6/2021	8/27/2021
MOD 1	9/7/2021	10/29/2021
MOD 2	11/1/2021	12/24/2021

2022	Start	End
MOD 3	1/3/2022	2/25/2022
MOD 4	2/28/2022	4/22/2022
MOD 5	5/2/2022	6/24/2022
MOD 6	7/5/2022	8/26/2022
MOD 1	9/6/2022	10/28/2022
MOD 2	10/31/2022	12/23/2022

2023	Start	End
MOD 3	1/3/2023	2/24/2023
MOD 4	2/27/20232	4/21/2023
MOD 5	5/1/2023	6/23/2023
MOD 6	7/3/2023	8/25/2023
MOD 1	9/5/2023	10/27/2023
MOD 2	10/30/2023	12/22/2023

2024	Start	End
MOD 3	1/3/2024	2/25/2024
MOD 4	2/28/2024	4/22/2024
MOD 5	5/2/2024	6/24/2024
MOD 6	7/5/2024	8/26/2024
MOD 1	9/6/2024	10/28/2024
MOD 2	10/31/2024	12/23/2024

Holidays

The below holidays are days where the campus will be closed.

2021	
Holiday	Date
New Year's Day	January 1, 2021
President's Day	February 15, 2021
Patriot's Day	April 19, 2021
Spring Break	April 26 – April 30, 2021
Memorial Day	May 31, 2021
Summer Break	June 28 – July 2, 2021
Independence Day	July 5, 2021
Fall Break	August 30 – September 3, 2021
Labor Day	September 6, 2021
Veteran's Day	November 11, 2021
Thanksgiving	November 25-26, 2021
Winter Break	December 25, 2021 – January 2, 2022

Holiday	2022 Date	2023 Date	2024 Date
Presidents Day	February 21, 2022	February 20, 2023	February 19, 2024
Patriot's Day	April 18, 2022	April 17, 2023	April 15, 2024
Spring Break	April 25 - 29, 2022	April 24 - 28, 2023	April 22 - 26, 2024
Memorial Day	May 30, 2022	May 29, 2023	May 27, 2024
Summer Break	June 27 - July 1, 2022	June 26 – 30, 2023	June 24 – 28, 2024
Independence Day	July 4, 2022	July 4, 2023	July 4, 2024
Fall Break	August 29 – September 2, 2022	August 29 – September 1, 2023	August 26 – August 30, 2024
Labor Day	September 5, 2022	September 4, 2023	September 2, 2024
Veteran's Day	November 11, 2022	November 11, 2023	November 11, 2024
Thanksgiving	November 24 -25, 2022	November 23 -24, 2023	November 28 -29, 2024
Winter Break	December 24, 2022 – January 2, 2023	December 23, 2023 – January 2, 2024	December 24, 2024 – January 1, 2025

Tuition and Fees

If a student is attending part-time, financial aid will be adjusted based on actual Credits attended.

Effective: 4/5/2022

Mark Program	Program	Location	Credits	Length (in months)	Application Fee	Exam Fee	Health Insurance Fee***	Book Costs (Estimated)	Tuition
DIPLOMA PROGRAMS									
☐	Addiction Counseling	Bangor	39	14	$30	$0	$1,900	$1,300	$13,260
☐	Medical Assisting	Bangor	42	12	$30	$160*	$1,900	$1,500	$16,040
☐	Welding Technology	Bangor	36	16	$30	$0	$1,900	$500	$16,200
ASSOCIATE DEGREE PROGRAMS									
☐	Accounting	Bangor	62	20	$30	$0	N/A	$3,400	$21,080
☐	Addiction Counseling	Bangor	60	20	$30	$0	$1,900	$2,500	$20,400
☐	Business	Bangor	60	20	$30	$0	N/A	$3,000	$20,400
☐	Cannabis Business Administration	Bangor	60	20	$30	$0	N/A	$3,000	$22,800
☐	Cannabis Laboratory Sciences	Bangor	60	20	$30	$0	N/A	$3,5000	$25,360
☐	Health Information Technology	Bangor	61	18	$30	$235	N/A	$3,800	$21,860
☐	Healthcare Sciences	Bangor Wilton	61	20	$30	$0	N/A	$3,000	$20,985
☐	Human Resources	Bangor	62	20	$30	$0	N/A	$3,200	$21,080
☐	Medical Administrative Specialist	Bangor	60	18	$30	$0	N/A	$4,000	$21,030
☐	Medical Assistant	Bangor	60	18	$30	$160*	$1,900	$3,000	$22,160
☐	Nursing	Bangor Wilton	69	18	$30	$275*	$1,900	$3,000	$37,500
☐	Welding Technology**	Bangor	60	6	$30	$0	N/A	$1,000	$6,120

Mark Program	Program	Location	Credits	Length (in months)	Application Fee	Exam Fee	Health Insurance Fee***	Book Costs (Estimated)	Tuition
BACHELOR'S DEGREE PROGRAMS									
☐	Addiction Counseling	Bangor	121	42	$30	$0	$1,900	$6,500	$41,620
☐	Biomedical Sciences	Bangor	122	34	$30	$0	N/A	$7,500	$49,480
☐	Business Administration	Bangor	121	40	$30	$0	N/A	$6,500	$41,620
☐	Healthcare Sciences	Bangor Wilton	120	36	$30	$0	N/A	$7,600	$42,965
☐	Health Information Management	Bangor	120	38	$30	$235	N/A	$7,600	$42,400
☐	Medicinal Plant Sciences	Bangor	122	34	$30	$0	N/A	$6,000	$52,040
☐	Nursing**	Bangor Wilton	120	14 / 26	$30	$0	N/A	$1,500	$17,680

Mark Program	Program	Location	Credits	Length (in months)	Application Fee	Exam Fee	Health Insurance Fee***	Book Costs (Estimated)	Tuition
MASTER'S DEGREE PROGRAMS									
☐	Biomedical Science	Bangor	37	16	$30	$0	N/A	$2,000	$18,020
☐	Business Administration	Bangor	30	20	$30	$0	N/A	$2,000	$18,150
☐	Nursing	Bangor Wilton	32	20	$30	$0	N/A	$2,000	$17,600

*Program specific required testing such as Entrance Exam and Certification Test
** Denotes a degree completion program. See admissions requirements for more details.
***Health insurance rates are listed as a per year amount; Health insurance only available to on campus and hybrid programs

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