# Daymar College Academic Catalog

**Table of Contents**

Section One: Introduction .................................................. 2

Section Two: Institutional Policies .......................................... 6

Section Three: Health/Safety Policies and Procedures ............... 11

Section Four: Student Rights and Responsibilities .................. 19

Section Five: Admission Policies ........................................... 22

Section Six: Financial Policies and Assistance ....................... 28

Section Seven: Academic Policies and Procedures .................. 40

Section Eight: Student Life .................................................. 58

Section Nine: General Education Curriculum ....................... 60

Section Ten: Business Programs .......................................... 61

Section Eleven: Criminal Justice & Legal Programs ................ 70

Section Twelve: Health Science Programs ............................. 73

Section Fourteen: Course Listing .......................................... 83

Section Fifteen: Staff and Faculty ......................................... 106
Section One: Introduction

Statement of Mission

We Change Lives...One Person At A Time.

Values

Statement of Purpose

- To stress to all students the importance of a sound general educational background in which students can broaden their understanding of society and the complexities which affect society.
- To provide education and training to students on a group and an individual basis, helping students realize their full potential with specialized knowledge and skills.
- To help students reach a level of social maturity that will be respected in the community as well as in the business world.
- To assist graduates in securing meaningful and satisfying employment through career and job placement services.
**History**

Daymar College (“the College”) was founded in 1963 as Owensboro Business College, offering courses in general business at its original campus location in Owensboro, Kentucky. In 1965, a day program was added – offering diplomas in secretarial science and accounting. To meet the growing demand for career education in other business disciplines, the college soon expanded its programs to include data processing, business administration, and clerical diplomas. In 1970, Owensboro Business College was nationally accredited as a business college by the Accrediting Commission of the Association of Independent Colleges and Schools. In 1972, the College was approved by the Indiana Commission on Proprietary Education.

Owensboro Business College was authorized by the Kentucky State Board for Proprietary Education to award associate degrees in 1973. That same year, the College became the first private career college to be awarded a Special Services project by the United States Office of Education. In 1980, the College was accredited as a junior college of business by the Association of Independent Colleges and Schools and became Owensboro Junior College of Business. Daymar College is now accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

In 1995, Owensboro Junior College of Business was acquired by Daymar Learning, Inc. Over the next four years, both the College and the community experienced a rapid surge of growth. In 1999, to better serve its students and meet the growing demand for career education in the area, the College moved to a new, specially built campus. The new facility included spacious classrooms and updated equipment designed to uphold the College’s mission of helping students change their lives for the better. With its burgundy roof and clock tower, this building has become a well-known landmark in the Owensboro community.

Also in 1999, the College was chosen as a Microsoft Authorized Academic Training Program member. In order to better serve the community and students, the College became a Prometric Testing Center and a Microsoft Office Specialist test site. The growth experienced during this period extended beyond the immediate Owensboro community. In 2001, the Marion Learning Site in Marion, Kentucky opened its doors as a temporary facility -- primarily designed to provide career training to displaced workers in the community after a major employer closed its doors. The programs at the Marion Learning Site were designed to help individuals quickly acquire new skills and prepare to re-enter the workforce. After the displaced workers completed their training, the Marion Learning Site closed in 2002.

A need for career education in the communities surrounding Owensboro was soon recognized. In August 2001, Owensboro Junior College of Business became Daymar College. This set the stage for Daymar to open permanent campuses in communities beyond Owensboro. The first addition came in October of 2001, with the opening of a new campus in Louisville, Kentucky.

Daymar College continued to expand its course offerings as well as its geographic reach. In 2002, the College was named a Microsoft IT Academy Program member. A new small campus opened in Morgantown, Kentucky in August of 2002. Like the Marion campus, this facility moved into help the community to help newly displaced workers acquire new job skills. The Morgantown campus closed its doors in 2004 after completing its mission. Additional small campuses were opened -- one in Rockport, Indiana as well as three new Kentucky small campuses in Albany, Paducah, and Scottsville. In 2010, the Paducah small campus relocated to Madisonville, KY. In 2013, the Rockport, Indiana, and Albany and Louisville East, Kentucky, campuses closed their doors after completing their mission of training in their communities. In 2014, the Louisville and Scottsville campuses closed their doors after completing their mission of training in their communities.
Daymar College continued to expand in Kentucky -- opening an Online campus. The Online campus offers many diploma and degree programs via distance education. In 2009, the Newport campus relocated to beautiful riverfront location in Bellevue, Kentucky.

**Regulatory Information**

Daymar College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), located at 750 First Street NE, Suite 980, Washington, D.C. 20002-4223. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education (However, please note that Daymar’s accreditation by ACICS does not guarantee that credits earned at Daymar, even if a degree is awarded, will transfer to other institutions. For more information on transferring Daymar credits to another institution, please see Transferring Daymar Credits to Other Schools on page 43 of this catalog).

Daymar College is licensed by the Kentucky Council on Postsecondary Education.

Daymar College - Owensboro’s Associate of Science in Nursing Program has conditional approval status from the Kentucky Board of Nursing. The Kentucky Board of Nursing website is located at www.kbn.gov for further information related to nursing education in Kentucky.

Daymar College - Bellevue is approved by the State Board of Career Colleges and Schools of the State of Ohio, registration number, 05-01-1746T.

Some of the programs offered by Daymar College have been approved by the Kentucky Approving Agency for Veterans Education for the enrollment of persons eligible to receive VA educational benefits.

All campuses of Daymar College have been designated by the United States Department of Education as eligible to participate in Title IV, Part A Postsecondary Education Federal Assistance Programs under the Higher Education Act of 1965, as Amended (HEA).

**Legal**

Daymar College (“the College”) is owned and operated by Daymar Learning, Inc. The Mark A. Gabis Revocable Inter Vivos Trust, Kris Kemp successor trustee, and the Damien A. Gabis Trust UTD 11/6/96, Damien A. Gabis trustee, are the shareholders of Daymar Learning, Inc.

**Equal Opportunity and Compliance with Americans with Disabilities Act**

The College does not discriminate on the basis of race, creed, color, sex, age, disability, national or ethnic origin, sexual orientation, or religion as to the admission or other treatment of its students, prospective students, associates, or prospective associates.

The College complies fully with the Americans with Disabilities Act of 1990. Daymar is committed to providing reasonable accommodations to qualified individuals with a disability unless providing such accommodation would result in an undue burden or fundamentally alter the nature of the program, benefit, or service provided by the school. To request an auxiliary aid or service please contact the school president or school director at the address listed in the back of the catalog. The initial steps for students wishing to request an auxiliary aid or service include
discussing the need and providing current medical evidence to support of the disability four weeks prior to the start of classes or as soon as practicable so that the school has time to address the request.

**Statement of Policy**

The College reserves the right to change any provision or requirement in this catalog at any time without prior notice.

The College provides the opportunity for students to enroll in single courses, diploma programs, associate of applied science degree programs, or programs of study leading to the bachelor of applied science degree in allied health, business, and technical fields. These courses and programs of study are taught by faculty in an appropriate learning environment with adequate instructional resources. The acquisition of knowledge and skills by any student is contingent upon the student’s desire and ability to learn and his/her application of appropriate study habits; therefore, the College does not warrant or represent that any student who completes any course or program of study will necessarily acquire any specific knowledge, skills, or obtain a specific job or income. The College does not guarantee employment following graduation but does offer career planning assistance to graduates.

Subject to the procedural parameters outlined in Section 4 of this catalog, the College reserves the right to require a student to withdraw from the College for any action deemed detrimental to the College, faculty, staff, or another student as determined by the Campus President/Director. The College also reserves the right to immediately remove any student that poses a substantial threat to the campus community and/or who significantly disrupts ongoing campus instruction. Failure to read this catalog or other published and posted materials does not excuse the student from the requirements and regulations described therein.

**Non-Discrimination**

Admission to, employment by, and promotion in the College will be on the basis of merit, and there will be no discrimination on the basis of race, color, creed, age, sex, disability, sexual orientation, religion, or national or ethnic origin.

**Professional Memberships**

<table>
<thead>
<tr>
<th></th>
<th>Bellevue</th>
<th>Madisonville</th>
<th>Owensboro</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Medical Technologists</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Association of Private Sector Colleges and Universities</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Better Business Bureau</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Kentucky Association of Career Colleges and Schools</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Owensboro Chamber of Commerce</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Section Two: Institutional Policies

Academic and Professional Standards

Each campus of Daymar College is committed to developing career professionals who demonstrate high levels of integrity and professionalism. All programs are designed to produce growth inducing challenges through academic rigor and soft skills development opportunities. Students must employ sustained focus and continual application of cognitive and academic skills for the duration of their tenure at Daymar College.

Daymar College actively monitors student academic progress through a review of attendance, GPA, incremental completion rate and other means. Personal adjustment, interpersonal relationships and behavior in all settings are relevant to student progress. Daymar College endeavors to help students reach their potential to become ethical and competent professionals.

Students are expected to conduct themselves in a manner consistent with their professional ethics and orientation at all times. The standards of professional conduct require the full commitment to all responsibilities undertaken during the course of clinical training and internships. This includes maintaining appropriate and respectful interpersonal relations with peers, faculty and staff.

Non-Discrimination Policy

Admission to, employment by, and promotion in the College will be on the basis of merit, and not discriminate on the basis of race, color, creed, age, sex, disability, religion, sexual orientation, or national or ethnic origin. The College provides equal opportunity to everyone.

Daymar College will not retaliate against anyone bringing forward allegations of harassment or discrimination. Daymar College provides equal opportunity in admissions and employment decisions.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment General Student Complaint Policy

Daymar instructors and administrators are available to answer student questions and resolve student grievances. In the event that a student is unable to resolve an issue by working directly with the appropriate instructors and/or administrators, the Campus President is authorized to receive and review all student complaints. Students may contact the Campus President directly through electronic mail, telephone, or by sending a written complaint to the campus address. The contact information for the Campus President is:

Bellevue Campus
Robert Slusher
119 Fairfield Avenue
Bellevue, KY 41073
(859) 291-0800
rslusher@daymarcollege.edu

Madisonville Campus
Teresa Levesque
1105 National Mine Drive
Madisonville, KY 42431
(270) 643-0312
Discrimination and Harassment Complaints

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the Daymar College Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so with the Campus President/Director. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. The Campus President will refer the complaint to the Director of Education who will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding which will be convened by the Director of Education after providing at least ten (10) days notice to both parties. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Daymar College’s final determination with respect to the alleged violation and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the Director of Education and inspect the documents offered as proof during the proceeding. Either party may offer any witnesses in support of their position to the Director of Education during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. Imposed restrictions on the ability of observers to speak or otherwise participate in the proceedings apply equally to all parties. The Director of Education may prohibit disruptive individuals from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The written decision will include an evaluation of the facts and will be based on the evidence provided during the proceeding. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals’ privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Director of Education may be appealed by petitioning the Campus President’s office. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Director of Education. The Campus President or his/her designee, will render a written decision on the appeal within 30 calendar days from the receipt of the appeal. The Campus President’s decision shall be final.

5. Matters involving general student complaints will be addressed according to the Student Complaint procedure. The details of the Student Complaint Procedure can be found above and in Section Three of this catalog.

6. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at [http://www.ed.gov/ocr](http://www.ed.gov/ocr).

7. If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to the Kentucky Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601, (502) 573-1555. For procedural details on handling unresolved disputes see the Unresolved Disputes language in Section Four of this catalog.

**Bellevue Campus**
Director of Education  
119 Fairfield Avenue  
Bellevue, KY 41073  
(859) 291-0800

**Madisonville Campus**
Director of Education  
1105 National Mine Drive  
Madisonville, KY 42431  
(270) 643-0312

**Owensboro Campus**
Director of Education  
3361 Buckland Square  
Owensboro KY, 42301  
(270) 926-4040
**Disability Services**

The College complies fully with the Americans with Disabilities Act of 1990 and strictly prohibits discrimination on the basis of a student’s disability status. Daymar is committed to providing appropriate academic adjustments and auxiliary aids and services necessary to give a disabled student an equal opportunity to participate in a Daymar program. Examples of appropriate auxiliary aids that may be provided are note takers, readers, and specialized computer equipment. To request an auxiliary aid or service, students should contact the Campus President or Director of Education at the address listed in the back of the catalog. The initial steps for students wishing to request an auxiliary aid or service include discussing the need and providing current medical evidence to support of the disability four weeks prior to the start of classes or as soon as practicable so that the school has time to address the request.

**The Family Educational Rights and Privacy Act of 1974**

The Family Education Rights and Privacy Act (FERPA) of 1974 is implemented at the College. Highlights of the amended act, which provides for access to student records, are included below. Additional information can be found in the Consumer Information found on the web site [http://www.daymarcollege.edu/admissions/student-information](http://www.daymarcollege.edu/admissions/student-information) and Student Portal.

FERPA is a federal law that requires Daymar, with certain exceptions, to obtain a student’s written consent prior to disclosing personally identifiable information from a student’s education record. However, Daymar may disclose appropriately designated "directory information" without a student’s written consent, unless the student has advised Daymar to the contrary. The primary purpose of directory information is to allow Daymar to include information from student education records in certain publications. Examples of these publications include:

- Honor Roll or other recognition lists
- Graduation programs
- Campus activity lists or rosters

Daymar has designated the following information as directory information:

- Student Name
- Student Address
- Student Telephone Listing
- Student Daymar Electronic Mail Address
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of Attendance
- Campus

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. These outside organizations may include, but are not limited to, companies that manufacture class rings or publish your yearbooks. If you do not want Daymar to disclose directory information from your student records without your prior consent, you must notify Daymar in writing. Please contact the Director of Education or Student Services Coordinator for more information about FERPA.
Retention and Placement Rates

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/placement-information
Section Three: Health/Safety Policies and Procedures

No-Harassment Policy

The College does not discriminate on the basis of race, creed, color, sex, age, disability, national or ethnic origin, sexual orientation, or religion as to the learning and working environment or other treatment of its students, prospective students, associates, or prospective associates.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;

b. Submission to or rejection of such conduct is used as a basis for an academic decision; or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent to the victim’s use of drugs or alcohol.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. Daymar College prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Any student who believes he or she has been the victim of sexual harassment, violence or denied any service or benefit because of sex discrimination may follow the steps outlined here. Students may also attempt to resolve the matter informally or immediately file a formal grievance, at the option of the student.

Sex Discrimination and Harassment Complaints

For more information on the complaint process please refer to Section 2 of this catalog.

If desired, inquiries or appeals beyond the institutional level may be directed to the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov, if you believe the school is violating Federal law. If you wish to fill out a complaint form online, you may do so at:

http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.
**Policy Concerning Sexual Violence**

Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by Daymar College. Complaints of sexual violence should be made to the Director of Education or designee.

Upon learning of possible sexual violence involving a student, Daymar College will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If Daymar College determines that sexual violence may have occurred, Daymar College will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

Daymar College will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to the Campus President
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
5. Providing academic support services, such as tutoring
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

**Reporting an Assault**

In the event of an assault on campus, victims should first call 911 for immediate help. A complete report of an assault on campus should be made promptly to a campus official, preferably within 48 hours of the occurrence. Faculty, administration, and staff are required to provide immediate support and assistance to the victim. At the victim’s request, the campus president or any administrator will assist victims in filing criminal charges with the appropriate law enforcement officials. In the event of an assault against a student or employee occurring off-campus, victims should call 911 to request police assistance and to report the crime in the jurisdiction in which the crime occurred. Daymar College will assist law enforcement authorities for the purposes of obtaining, securing, and maintaining evidence in connection with any alleged crime of violence committed on campus.

**Reporting Health or Safety Hazard**

Students should immediately report health or safety hazards to the campus president or designee. Any accident or injury, no matter how slight, must also be reported immediately.

**Campus Security**

The College strives to maintain a safe, crime-free environment. The College is required to have available a copy of crime statistics for distribution to every student. At each New Student Orientation the College distributes a copy of
the crime statistics. Additional copies are available and can be obtained from the Student Services office and on the College’s website at [http://www.daymarcollege.edu/admissions/student-information](http://www.daymarcollege.edu/admissions/student-information).

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that was enacted on October 28, 2000. This law facilitates the tracking of convicted, registered sex offenders who are: 1) students of, 2) employees of, or 3) volunteers at an institute of higher education.

The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (WETTERLING) to require sex offenders who are already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed or carries on a vocation or is a student effective as of October 28, 2002.

The CSCPA also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY) to require institutions of higher education to issue a statement, in addition to other disclosures required under CLERY, advising the campus community where law enforcement agency information regarding convicted sex offenders is provided by their state.

Finally, the CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to state that nothing in FERPA can prohibit an institute of higher education from disclosing information provided to that institution concerning registered sex offenders.

The United States Department of Justice provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at [https://www.nsopw.gov/en](https://www.nsopw.gov/en).

The Kentucky State Police provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at [http://kspsor.state.ky.us](http://kspsor.state.ky.us).

The Tennessee Bureau of Investigation provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at [http://tnmap.tn.gov/sor/](http://tnmap.tn.gov/sor/).

**Drug-Free Workplace and Campus**

The unlawful possession, use, or distribution of drugs or alcohol by students or associates is absolutely prohibited on the College’s premises or at any of its activities or events. Violation of this policy can lead to disciplinary action up to and including dismissal from Daymar College.

**Health Risks Associated with the Use of Alcohol**

**Short-Term Risks**

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis
Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males — testicular atrophy and breast enlargement
- In females — increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Health Risks Associated with the Use of Drugs

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men — lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

The illicit possession, use, or distribution of drugs or alcohol by any of the College’s students or associates on the College’s premises or at any of its activities may result in the following sanctions:

- Immediate expulsion from school or termination of employment.
- Referral to a counseling agency.
- Referral for prosecution to the appropriate authorities.
- Reentry may be made only at the discretion of the Campus President/Director or the Director of Education.

**Suicide Prevention Policy**

Daymar College is committed to the well-being and safety of its college community. Daymar College expects and encourages students to maintain a reasonable concern for their own self-welfare and in turn, the welfare of the college community. In the event that Daymar College has reasonable cause to believe that a student attempted, will attempt, or has engaged in efforts to prepare to commit suicide, the campus may require the student to suspend their studies at Daymar College until the student can demonstrate that they have sought help or assistance from others including family, mental health professionals, support groups or any other resource that offer support around suicidality.

Students with psychological impairments that affect the student’s ability to function in the college community (academically, socially or otherwise) may opt for a medical withdrawal. Students who need to be hospitalized due to a suicide attempt and/or suicidal ideation may be asked to demonstrate that they are safe by providing appropriate documentation from a licensed mental healthcare provider stating that the student can safely return to the college and is not believed by the healthcare provider to present a threat to harm himself/herself or others. Notwithstanding, the college at its discretion may set restrictions and/or conditions for the student to return to the college including receiving outside counseling and signing a safety contract.

Daymar College cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student’s parents or other support person(s) may be contacted by the college and informed of the student’s condition. The Family Educational Rights and Privacy Act (FERPA) permits college officials to contact parents without the student’s consent, “if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” If circumstances indicate further harm may come to a student by contacting family members, other options may apply.

**Health and Immunization Policy**

The student will be required to meet and maintain academic/technical standards, all required immunizations, CPR requirements, and pass all drug screenings to remain in the respective health science programs. The student will be required to undergo a student health evaluation, submit all required immunizations*, and satisfy CPR requirements prior to attending clinical. Official documentation or proof from the students’ clinician of receiving the immunization or reason for not being eligible for the particular immunization is required.
• **CPR Certification:** Each student must be certified in Healthcare Provider basic life support (American Heart Association) and maintain certification throughout the nursing or health sciences program.

• **Tuberculin Skin Test:** Each student must have a TB skin test within the past 12 months or documentation as a previous positive reactor. If student has not had a Tuberculin skin test within the past 12 months, a two-step Tuberculin skin test will be required. If the student is positive reactor, the student will complete a TB Questionnaire and/or a chest x-ray. Students will not be allowed patient contact until written permission from a physician or healthcare agency is obtained or verification of completed drug regimen is provided.

• **MMR:** Each student must provide verification of MMR vaccination. Two successful MMR immunizations or a positive MMR titer. At least one dose must have been received after 1980.

• **Varicella:** Immunity, by proof of Varicella immunization or Varicella titer.

• **Influenza:** Flu Immunization documentation upon admission and annually thereafter. If unable to be immunized, the student will be required to wear a mask in patient care areas. Documentation is required from clinician, if student is unable to be immunized.

• **Hepatitis B:** Proof of Hepatitis B immunization series or declination of vaccine.

• **Drug Screen:** Each student must obtain a urine drug screen. This will be unannounced and student will be escorted by the administrative assistant or designee. The result must be received prior to clinical practice.

• **Background Check:** A national criminal background check is required for enrollment in the Cardiographic Technology, Criminal Justice, Dental Assisting, Medical Massage Therapy, Nursing, Pharmacy Technology, and Physical Therapist Assistant programs. Evidence of a criminal record may prevent prospective students from enrolling in these programs.

• In the event that a student experiences a legal issue, while within the program, it is their responsibility to disclose in writing, any legal issues, with the exception of a traffic violation, immediately should the student be enrolled in a program that requires licensure or certification. Failure to disclose information about previous drug use or previous criminal offenses could result in immediate dismissal. Failure to disclose this information could also result in a future inability to achieve licensure.

*Immunizations records must be completed and up to date throughout the program, including but not limited to current TB skin test and Current CPR card. It is the student’s responsibility to submit items, such as CPR cards to the administrative assistant or designee prior to expiration. The student will not be allowed to attend clinical activity if immunizations and CPR are not current, and the absence policy will apply. Required immunizations or proof of immunity through titer for Measles, Mumps and Rubella, Varicella, Hepatitis B (or declination form signed), Tetanus, Diphtheria and Pertussis as well as any other requirements per the clinical site requirements. These must be supplied upon admission and ongoing while attending any clinical activity.

**Medical Responsibility and Risks**

When enrolling at Daymar College, the student accepts full financial responsibility for all medical treatment and care and/or disability costs for any illness and/or injury incurred while on campus or at an Daymar College-affiliated clinical training site. While on clinical training/practicum/internship, students will adhere to standard
health policies at their respective facilities. The student understands that neither Daymar College nor the affiliated clinical training/ practicum/ internship facilities carry medical insurance or Workers’ Compensation coverage for students of Daymar College. Daymar will not accept responsibility for medical or other costs incurred by sick or injured students while on an Daymar College campus or on clinical training/practicum/internship.

**No Smoking Policy**

Daymar College provides a non-smoking work and study environment. Smoking is only allowed in designated smoking areas outside of Daymar College facilities. This no smoking policy applies to all forms of smoking including e-cigarettes and vapor devices.

**Firearms Policy**

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Campus Director/President.

It is the responsibility of campus leadership to enforce compliance with this policy and to take corrective action when necessary.

**Conditions/Guidelines:**

a. This Policy applies to anyone on college premises, unless otherwise prohibited by law.

b. Firearms, including concealed weapons, are not permitted on college premises and/or at college events, except by sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to Daymar College or to college vendors and contractors (where approved by Daymar College) may carry weapons.

c. Firearms are not permitted in any vehicle while the vehicle is parked on college property, whether said property is owned or leased by the college or provided to Daymar College for its use, except where otherwise required by law.

d. Any employee or student who becomes aware of a violation of this policy should immediately notify the Campus President/Director, a member of management, or a member of school staff.

Violation of this policy is considered a serious offense that endangers the safety of anyone on college premises. Any person violating this policy may be required to leave college premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.
Section Four: Student Rights and Responsibilities

Statement of Student Rights and Responsibilities

All students enrolled at Daymar College assume an obligation to conduct themselves at all times as responsible members of the campus community, to respect the personal and property rights of others, and to support the educational mission of Daymar College. Daymar College insists that its students demonstrate personal and professional integrity in addition to academic excellence.

Daymar College Ethical Code of Conduct

Students are expected to conduct themselves in an ethical, professional, and civil manner. Unprofessional behavior includes, but is not limited to, hostile or careless uses of profanity or obscenities, physical displays of anger or aggressiveness, threatening gestures or comments, violence or harassment, insubordination or persistent, disrespectful arguing, or any other illegal or unethical conduct. Unprofessional behavior may be cause for disciplinary action.

Daymar College is dedicated to the advancement of knowledge and learning, as well as to the development of responsible personal and social conduct. Each student, by registering, assumes the responsibility of becoming familiar with, and abiding by, the general standards of conduct expected by Daymar College, as well as those of their respective disciplines. By way of example, each student is expected to refrain from engaging in the following:

- Academic dishonesty of any kind with respect to examinations or coursework. This includes any form of cheating and plagiarism.
- Falsification or alteration of Daymar College documents, records, or identification cards.
- Forgery, issuing bad checks, or not meeting financial obligations to Daymar College.
- Theft or the deliberate damaging or misusing of property belonging to others or the property of Daymar College.
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on Daymar College property.
- Possession, display, or use of any dangerous instrument, weapon, or explosives (certified law enforcement officers, required by their employer to carry a firearm are excluded).
- Disrupting the study of others or of Daymar College activities, or interfering with the freedom of movement of any member or guest of the Daymar College community.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the Daymar College community.
- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of Daymar College.
- Physical abuse, threatening acts, or harassment toward others.
- Students in all programs are also required to demonstrate behavior that conforms to standard codes of conduct of their respective disciplines.

Academic Dishonesty/Plagiarism

Plagiarism is the act of using the work of another author as one’s own without giving full credit to that author. That is “stealing” someone else’s work rather than giving full credit to the original author. Academic dishonesty includes plagiarism but also includes:
• Theft of someone else’s work;
• Prohibited collaboration in completion of course work, including submitting someone else’s creation as one’s own work;
• Use of tools and resources disallowed by the instructor;
• Inappropriate submission of the same work in more than one course.

Students are expected to conduct themselves with integrity in the completion of their course work and the pursuit of their academic achievement.

The following are Daymar’s policies and procedures in cases of plagiarism and academic dishonesty:

• **First Offense:** The first occurrence of plagiarism or academic dishonesty will result in a warning for the student and a grade of zero on the assignment or course work. The student will receive a written warning of the offense and a thorough explanation of plagiarism and academic dishonesty and their consequences. The warning will inform the student of the consequences of incurring further offenses.

• **Second Offense:** The student will receive a failing grade in the course involved and disqualification from receiving academic honors upon graduation. The offending student will receive a written warning of the offense and incurred penalty from an academic administrator. The warning will inform the student of the consequences of incurring a third offense.

• **Third Offense:** The student will receive a failing grade in the course involved and permanent dismissal from Daymar. The student will receive a written warning of the offense and incurred penalty from an academic administrator.

**Reasons for Dismissal**

Students may be dismissed from Daymar College for reasons other than those described under “Academic Dismissal” in Section Seven of this catalog. If the institution determines that a student cannot satisfactorily meet the academic, professional, or ethical expectations, the expectations detailed in the student responsibility policy, or other expectations of the program, then the student may be dismissed from Daymar College. Dismissal normally occurs when the Student Conduct Committee or Campus President makes a decision for dismissal and communicates that decision to the student.

It is the responsibility of all students to be familiar with the Daymar College Ethical Code of Conduct.
Student Right to Appeal

Appeal of Disciplinary Action or Dismissal

Students have the right to appeal dismissal and disciplinary actions taken against them, as well as final decisions regarding any other dispute resolution procedure, except for dismissal due to violation of the Maximum Allowable Timeframe policy or the inability to achieve a cumulative GPA of 2.0 by the completion of their program. Students who believe they have extenuating circumstances regarding a particular matter or believe that they have been treated in an arbitrary or biased fashion and/or without adherence to Daymar College policies and procedures may file an appeal. For the purposes of this policy, “bias” shall mean inequitable treatment based upon a student’s membership in a class protected from discrimination under relevant Daymar College policy, and shall not encompass personality conflicts between student and instructor/administrator. See Section 7 of this catalog for Appeals Committee procedures.
Section Five: Admission Policies

Admission Procedures and Conditions

Applicants applying for admission to Daymar College ("the College") are required to:

- Complete all enrollment documents including the application and enrollment agreement along with the College disclosure forms as applicable. Applicants under the age of 18 are required to obtain a parent or guardian signature on the enrollment agreement and other enrollment documents.
- Provide proof of high school diploma or a General Educational Development diploma (GED), or its equivalent as determined by the College. Any international transcript or diploma must be translated to English and evaluated for equivalency by a NACES approved transcript evaluation agency.
- Complete, under Program Specific Requirements, programmatic requirements as indicated below.
- Provide proof of immunization

Admission to the College is based upon the applicant’s meeting the above requirements, a review of the applicant’s previous educational records, and a review of the applicant’s career interests. If previous academic records indicate that the College’s education and training would not benefit the applicant, the College reserves the right to advise the applicant not to enroll.

It is the responsibility of the applicant to ensure that the College receives all required documentation, and all records provided become the property of the College. No action upon an application for admission will proceed without the required documentation.

Based on the College policies and class availability, you may be able to enroll beyond the first day of classes. Contact the College’s Admissions Department for more information. For fully online programs Daymar College may not be authorized to accept applicants from all states, therefore, applicants are advised to check with an admissions representative to determine admission eligibility.

Proof of Graduation

Official high school transcripts or official documentation of high school graduation equivalency must be obtained within the first financial aid payment period or the student’s enrollment will be cancelled and all scheduled courses will be dropped. Title IV aid will not be disbursed and charges may not be assessed until verification of graduation or completion has been received by the College. If charges are assessed and the enrollment is cancelled, the charges will be reversed.

Official High School Transcript

An official high school transcript is defined as a student’s standard high school academic record and completion which contains an official signature, seal, notation of standard high school diploma, and the date earned. In the event a student’s high school has been closed, the documentation of a student’s official high school transcript may also be obtained from the Department of Education of the designated state.

General Educational Development Diploma (GED)

General Educational Development diploma (GED) is defined as a student’s standard high school general equivalency academic record and completion which contains an official signature, notation of exam scores and the date earned. In the event a student’s designated authority has been closed, the documentation of a student’s official equivalency certificate may also may obtained from the Department of Education of the designated state.
**Math and English Assessment Policy**

All students must take the Daymar College prescribed academic skills assessment, Wonderlic Basic Skills Test (WBST), during their first quarter of matriculation. This assessment is typically completed as part of the SFS140 Strategies for Success course. Performance on this test determines a student’s need for academic remediation prior to beginning the standard General Education curriculum. The WBST is comprised of two 20 minute tests and evaluates a student’s verbal/English and quantitative/Math skills. Any student scoring less than the identified minimum score on a section will be required to take a review course in the subject area. (See Table Below)

<table>
<thead>
<tr>
<th>Wonderlic Basic Skills Test Area</th>
<th>Score</th>
<th>Remediation Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Skills/English</td>
<td>&lt;265</td>
<td>ENG099 English Review</td>
</tr>
<tr>
<td>Quantitative Skills/Math</td>
<td>&lt;265</td>
<td>MTH099 Math Review</td>
</tr>
</tbody>
</table>

Any student who has successfully completed college level English and mathematics courses at another appropriately accredited institution is exempt from the remedial course requirements.

Any student required to take either MTH099 Math Review and/or ENG099 English Review must successfully complete and pass the courses prior to proceeding to the regular General Education curriculum. As a result, a student who is required to take one or both of the review courses may extend the length of their program. No additional charges are associated with this assessment process and the cost of any remedial course work is covered within the total program costs.

**English Language Proficiency Policy**

As the lectures, seminars, materials, and discourse which comprise programs of study at Daymar College are presented in English, Daymar College requires that all students possess and demonstrate a minimum level of English language proficiency required to substantially benefit from the programs offered.

A student is deemed proficient in the English language if he or she:

- Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English
- Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from overseas institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) a minimum of two (2) academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) English 101 and 102 or equivalent at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Presents an acceptable English Language Proficiency test score meeting the minimum required levels set forth below.
  - Test of English as a Foreign Language (TOEFL): 500 paper or 61 Internet (iBT)
Program Specific Requirements

Bachelor’s Degree Programs

Business Management
Students entering the Bachelor of Science Degree in Business Management program must be a graduate from an associate degree program from an approved institution with a minimum of 90 quarter credits or 60 semester credits, which must be comprised of a minimum of 45 quarter credits or 30 semester credits in the business field and 24 quarter credits or 16 semester academic general education credits. Students will be able to transfer in the equivalent of 90 quarter credits from associate degree as described above.

Criminal Justice Administration
Students entering the Bachelor of Science Degree in Criminal Justice Administration program must be a graduate from an associate degree program from an approved institution with a minimum of 90 quarter credits or 60 semester credits, which must be comprised of a minimum of 45 quarter credits or 30 semester credits in the criminal justice field and 24 quarter credits or 16 semester academic general education credits. Students will be able to transfer in the equivalent of 90 quarter credits from associate degree as described above.

Nursing Program

Associate of Science in Nursing Program
Applicants to the Associate of Science Degree in Nursing Program at Daymar College-Owensboro are admitted through a selective admission process based on the following criteria. Admission to the Associate of Science Degree in Nursing Program is not guaranteed. Final decisions regarding an applicant’s admission resides solely with the Dean of Nursing and the Nursing Faculty who serve on the admissions committee.

Admission Criteria:
1. Complete all enrollment documents including the application and enrollment agreement along with the College disclosure forms as applicable. Applicants under the age of 18 are required to obtain a parent or guardian signature on the enrollment agreement and other enrollment documents. Provide proof of high school diploma or a General Educational Development diploma (GED), or its equivalent as determined by the College.
2. Obtain a minimum of 25 points which is derived by the evaluation of the following:
   a. Overall weighted average score on the following content sections of the Health Education Systems, Inc. Admission Assessment (HESI A2) examination: Math, Reading Comprehension, Vocabulary and General Knowledge and Grammar
   b. Overall Grade Point Average (GPA) based upon approved transfer credit(s) of the required non-nursing courses in the program
   c. Additional criteria (when applicable):
      i. Score of 75% or greater on Vocabulary & General Knowledge section of the HESI A2
      ii. Score of 75% or greater on Reading Comprehension section of the HESI A2
      iii. Completion of a Medicaid Nurse Aide Course
      iv. Currently working with an unrestricted registry listing and have at least one (1) year experience
v. Completion of a Licensed Practical Nursing Program, currently working with an unencumbered license, and have a least one (1) year experience.

The weighted average HESI A2 score is calculated by first aggregating the value of the reading comprehension, vocabulary and grammar scores, divided by three; and the value of the math score; then dividing the resulting sum by two; overall.

The HESI A2 must have been completed within the last calendar year to be considered for admission. In the event that a student has completed the HESI A2 at another institution, those scores may be considered for admission upon verification by HESI. The HESI A2 may only be taken a maximum of two times. The highest scored exam (if applicable) will be utilized for admission consideration.

The HESI A2 must have been completed within the last calendar year to be considered for admission. In the event that a student has completed the HESI A2 at another institution, those scores may be considered for admission upon verification by HESI. The HESI A2 may only be taken a maximum of two times. The highest scored exam (if applicable) will be utilized for admission consideration.

3. Submit official transcripts for any transfer credits to be considered from other institutions previously attended at the time of applying for admission.
   a. All Anatomy and Physiology and/or Microbiology courses must have been completed within the last five years with a grade of “C” or better in order for courses to be considered for possible transfer credit.
   b. All other general education courses must have been completed with a grade of “C” or better in order for courses to be considered for possible transfer credit.
   c. Competency testing for select ADN prefixed courses to be considered for possible transfer credit will be restricted to the Licensed Practical Nurse (LPN) who is currently engaged in nursing practice and who also holds an unencumbered LPN license. All competency testing must be completed before starting the first quarter and prior to final financial aid packaging.

4. Meet the English Language Proficiency policy. Have a national criminal background check that does not contain any evidence of a felony conviction or any evidence of a misdemeanor conviction that may knowingly bear directly upon my individual qualifications or abilities to practice nursing will result in a denial of admission to the Associate of Science Degree in Nursing Program. Also, the applicant may not be listed on the Kentucky Abuse Registry, as this will result in a denial of admission to the Associate of Science Degree in Nursing Program.

5. Review and meet the College’s Technical Standards for Nursing received during the informational session.

6. Upon acceptance, meet and maintain all immunizations; CPR requirements; and statement of health records; maintain a clear criminal record (except for minor traffic violations, such as speeding); and pass all drug screenings to remain in the program.

**Associate of Science Degree in Nursing Program Readmission Policy**

A student who has withdrawn from or who has been unsuccessful in the Associate of Science Nursing Program may be considered and readmitted to the program one time only. A student who has withdrawn due to a documented health problem or other documented unforeseen event, other than lack of academic progress/success, may be considered for readmission to the quarter following their withdrawal, and one time only. Students, who have
been academically unsuccessful, as outlined in the nursing program progression policy, will not be considered for readmission to the Associate of Science Degree in Nursing Program for a period of one year (12-months) following the term of withdrawal or dismissal.

The readmission policies are:

- A student may be readmitted to the Daymar Associate of Science Nursing Program one time. Readmissions are contingent upon space availability. The decision will be based on nursing curriculum cumulative GPA, HESI A2 scores, and previous overall academic performance. Applicants may be deferred to a subsequent quarter. All admission requirements for students in effect at the time of re-admission must also be satisfied.

- A student who successfully completes a course, but chooses to voluntarily withdraw from the nursing program, and is applying for readmission will be required to obtain references from two nursing faculty members, develop a detailed plan of academic readiness, and be prepared to return to the program in accordance with the stipulations of the admission committee.

- A student applying for readmission must meet all current admission criteria, including Satisfactory Academic Progress Policy (SAP), as outlined in the College catalog; and will be required to meet the curriculum requirements in effect at the time of readmission. For the Nursing program a G.P.A. of 2.0 must be maintained at all times, regardless of the number of credits earned or attempted; Students falling below a 2.0 may be removed from the program; re-entering students must be able to bring their G.P.A. to or above 2.0 within the first quarter after re-admission to remain in the program. Exception to this can only be approved by the Dean of Nursing. Completion rate is determined according to the table in the college catalog. Any student who fails to meet SAP requirements will be academically withdrawn. Students may appeal withdrawal only if the reasons preventing the required level of academic performance are unusual, serious and compelling; third party documentation is required. If a student’s appeal is successful, that student is put on Academic Probation for one term.

- A student repeating a nursing course with a clinical component must repeat both the theory and clinical components of the course. Based upon the curriculum and/or course offerings, a student may be required to repeat a failed course where enrollment in other courses is not possible; students should be aware that single classes (taking only one course in a given term) are not eligible for Title IV funding (federal financial aid).

- In the event that a student separated from the program due to academic failure or who has been out of the program for a period greater than 12-months will be required to complete HESI competency testing for previously completed ADN courses with a score of 750 or greater and a nursing skills evaluation to ensure a current working knowledge of previously completed content, material, and skills. If the minimum HESI competency testing score or the Nursing Skills competency testing is not achieved, the student will be required to repeat ADN prefixed courses in the program course sequencing to ensure current knowledge of nursing content in preparation for the NCLEX-RN®. The student applying for readmission who was unsuccessful in ADN280/ADN280L is required to provide official verification of successfully completing an in-person NCLEX-RN® review course in its entirety for readmission consideration. This NCLEX-RN® review course must have been completed within 60-days prior to the desired quarter of reinstatement to the program.

- A student reapplying must have all outstanding financial obligations met and be in good standing with the College.
• A criminal background check will be completed in consideration of readmission and in keeping with traditional admission criteria.

• A student must request readmission by submitting a dated and typed letter to the nursing admissions committee. This letter should address their desire for readmission and details pertinent to readmission. All materials must be submitted no later than 4 weeks prior to the start of the quarter the student is requesting to be readmitted.

• A student who does not meet readmission requirements, does not submit a detailed plan of academic readiness, or does not submit all required documents within the designated time frame will not be considered.

• Readmission to the program is at the sole discretion of the nursing admissions committee, composed of three or more of the following individuals, invited by the Dean of Nursing: Nursing Faculty, General Education Faculty, Campus President, Director of Admissions, and Student Services Coordinator. The final decision of readmission resides with the Dean of Nursing and Nursing Faculty who serve on the admissions committee.

• A student may be denied readmission to the Daymar Associate of Science Nursing Program.

**The Admission Committee must approve any exceptions to the above policies.

Readmission Process Steps:

1. Typed letter to the admissions committee requesting readmission (including your name, quarter desired to be readmitted, and year) and make oneself available to meet with admissions committee. This letter should address their desire for readmission and details pertinent to readmission.

2. Recommendations from two (2) Nursing Faculty members. One must be from most recent classroom faculty member; and if student was in clinical, one must be from clinical faculty. If student was not in clinical, two classroom faculty members must submit recommendations. Faculty members may refuse to write a recommendation letter.

3. Required compliance documents, CPR, and all immunizations must be current and submitted. The student will be required to submit CPR and all immunization records, if they will be readmitted to a course that will have clinical commencing upon readmission.

4. Develop a detailed plan of academic readiness consisting of:
   a. Description of the reason(s) you left the program
   b. Analysis of factors that lead to this outcome
   c. Goals to be accomplished during your remaining time within Daymar Associate of Science Nursing Program
   d. Plan of action to meet your goal(s); be specific.
   e. Type in WORD (.doc or .docx) format, and print a copy to submit

This plan must be signed and becomes a contract that the student will follow throughout the remainder of the nursing program.

Background Check Requirements

Before an applicant is accepted into the Criminal Justice Program, Dental Assisting Program, Pharmacy Technology Program, Nursing, Cardiographic Technology, or Physical Therapist Assistant Program, a national criminal background check must be received by the College. In the event the national criminal background check contains any evidence of a felony conviction, the applicant may not be admitted into these programs.
Immunization Requirements

Applicants enrolling are required to provide immunization documentation. Immunization is defined as measles, mumps, rubella, and varicella. An applicant may start classes after receiving the first dose of each required vaccine. The student must provide documentation of receiving the second dose prior to the start of their second term. The student may be withdrawn from Daymar for failure to provide required immunization documentation.

Furthermore, Hepatitis B is necessary for students enrolled in the Billing & Coding Specialist, Dental Assisting, Health Care Administration, Health Insurance Specialist, Medical Assisting, Medical Massage Therapy, Pharmacy Technology, and Physical Therapist Assistant programs.

Admission Decisions

Admissions Appeal Policy

Applicants who are denied admission into a program may appeal the decision in writing to the Campus President/Director within fifteen (15) business days of the date the applicant received notice of the applicant’s denial of admission with the exception of Medical Massage Therapy as listed above. The decision of the appeal is made by the Campus President/Director. The decision of the Campus President/Director is final.

Application to Multiple Campuses

Applicants who are undecided with respect to the location they wish to attend should submit an application and full set of application materials to their location of first choice. Applicants who are accepted into their location of first choice and who, prior to beginning the program, determine they want to complete the same program version at a different location, should notify the initial location of record of that intent. Provided that the same program is available, all previous approvals and credits accepted will remain in force. If an individual requests to change programs, he or she will need to meet all admission requirements of the new program.

Late Admission

Daymar College recommends that applicants apply well before their expected program start date to allow sufficient time to complete all necessary requirements for admission. Daymar College may allow a student to start classes after the beginning of an academic session if the student completes all admission requirements and begins class within the add/drop period.

Readmission Process after Withdrawal/Dismissal

Students who have been withdrawn from Daymar College for a period of greater than one year must reapply for admission and will be subject to the admissions requirements in effect at the time of reapplication, including the criminal background report. These applicants must submit the materials required by the campus and program to which they are reapplying.

Students who have been dismissed from Daymar College or denied an appeal may apply for readmission one year after the quarter in which dismissal occurred or the appeal denied, but must provide demonstrable evidence of likely academic success to be considered. Students who have been dismissed from Daymar College and not readmitted to a program of study are prohibited from taking coursework at any Daymar College campus or online. Students who have been dismissed from Daymar College due to Maximum Time Requirement (MTF) or the inability to achieve the minimum required cumulative GPA may not apply for readmission.
Students who are readmitted after an absence of one year or more must complete all requirements of the program in the year of readmission. This may require additional course work, replacement of courses that have been substantially modified, and/or other academic requirements.

Reinstatement After Administrative Withdrawal for Non-Continuous Enrollment

Students who are administratively withdrawn from Daymar College for failing to remain continuously registered may request reinstatement if the period of absence is less than one year. If the request for reinstatement is granted, students will continue in their existing program of study unless changes required by accrediting or regulatory bodies have been enacted during the period of absence. In such cases, the student will be required to complete the program with any such modifications.

Readmission after Extended Absence

Students who have been withdrawn from the school for three years or more will be required to have all prior coursework re-evaluated for determination of relevancy to current practice. Faculty members appointed by the campus Director of Education or program chair will conduct the evaluation of coursework.

Early Acceptance

Early Acceptance may be granted to an applicant who is otherwise qualified for admission, but who has not yet earned the degree required for admission (e.g., a student currently enrolled in high school who is applying for a diploma or associate’s or completed the TOEFL® examination. To qualify for early acceptance, the applicant must provide a transcript or other documentation that he/she is in the final year of the required diploma or degree program. Prior to starting classes, the applicant must demonstrate that all admission requirements have been satisfied and provide a transcript documenting receipt of the diploma or degree.

International Admissions Policy

All non-U.S. citizen or lawful permanent resident (LPR) Students must meet the same admissions standards as all other students when seeking to enroll in Daymar College. Please refer to admission requirements described in each program description. Those international students applying to SEVP-certified schools and requiring the school’s sponsorship for international student visa status (Form I-20) must meet the additional requirements listed below. Daymar College requires nonimmigrant students present in Visa Waiver, B-1, B-2, F-2, and M-2 status to change visa to F-1 or other qualifying status prior to enrolling in programs of study (other than a vocational or recreational courses). Please note that some programs may not be eligible for international students requiring Form I-20 sponsorship. Please ask to speak with Daymar College’s Director of Admissions for more detail.

Admission Requirements for Students Requiring Form I-20 Sponsorship

International students requiring Daymar College’s Form I-20 must submit the following items in addition to the standard documents required for admission:

- Official credential evaluation of non-U.S. transcripts and diplomas required for admission. NOTE: evaluations must be prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member organization
- Proof of English Language Proficiency
• Proof of financial responsibility to cover costs of tuition and fees and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor’s Statement of Support, if required)

• Photocopy of student’s “bio-info” page of passport to provide proof of birth date and citizenship

• For all non-immigrant applicants residing in the United States, provide a copy of passport visa page and Entry Record or Form I-94 card

• For all non-immigrant applicants currently in F, M, or J status, provide a copy of all Forms I-20 or Forms DS-2019

• Transfer Clearance Form for students currently in F, M, or J status at another institution

• A current immunization certificate from a licensed physician or other qualified medical authority as well as proof of freedom from tuberculosis.
Section Six: Financial Policies and Assistance

**Tuition and Fees**

<table>
<thead>
<tr>
<th>Program/Program Level</th>
<th>Full Time Enrollment</th>
<th>Part-Time Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Program Price @ 16 Credits</td>
<td>Terms for Completion @ 16 Credits</td>
</tr>
<tr>
<td>Diploma – 60 Credits</td>
<td>$23,000 4</td>
<td>$6,000</td>
</tr>
<tr>
<td>Diploma – 64 Credits</td>
<td>$24,000 4</td>
<td>$6,000</td>
</tr>
<tr>
<td>Diploma – 72 Credits</td>
<td>$27,000 5*</td>
<td>$6,000</td>
</tr>
<tr>
<td>Associate Degree (excluding Nursing, Paralegal and PTA programs) – 96 Credits</td>
<td>$36,000 6</td>
<td>$6,000</td>
</tr>
<tr>
<td>Paralegal Studies – 104 Credits</td>
<td>$39,000 7*</td>
<td>$6,000</td>
</tr>
<tr>
<td>Physical Therapist Assistant Associate – 96 Credits</td>
<td>$42,500 n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Nursing Associate – 96 Credits</td>
<td>$48,000 n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Nursing – Bachelor – 96 Credits</td>
<td>$24,000 6</td>
<td>$4,000</td>
</tr>
<tr>
<td>Bachelor (excluding Nursing) – 180 credits</td>
<td>$67,500 12*</td>
<td>$6,000</td>
</tr>
<tr>
<td>Medical Massage Therapy – Clock Hour Program</td>
<td>$17,000 4</td>
<td>$8,500 n/a</td>
</tr>
</tbody>
</table>

*Programs which require less than three courses in the final term will have courses billed at the single course rate.

- Students with transfer credits or course retakes, that result in fewer than three required courses in the final quarter will be billed at the single course rate.
- Students enrolled for more than four courses in a given quarter will be charged $500 for each course over four. This will not apply to students in Medical Massage Therapy, Nursing or Physical Therapist Assistant programs.
- Billing for students in the Medical Massage Therapy program is based on a 6 month billing period.
- Students are approved by academics to take 16 quarter credits in a given quarter will receive a $500 scholarship for that quarter.

Term charges are the comprehensive costs except for certain fees that may not apply to every student. Examples include, but are not limited to, proficiency exam fees, transcript fees, returned check fees, photocopy fees, unreturned test book fees, and facsimile fees. If the student withdraws from the College, all balances owed to the College are immediately due and payable, including any financial assistance funds that have not been received by the College. Any balances not paid on time are subject to late charges, collection costs, and attorney’s fees. Any financial assistance the student receives will be applied to the charges for the term in which the financial assistance is received, and any overpayment will be applied to the next term’s charges or in accordance to regulatory requirements. The student is expected to pay in full, before commencement of classes, including all charges for any courses retaken due to a failing grade.

**Students’ Financial Aid Rights and Responsibilities**

- Students have the right to obtain information about financial assistance programs available at the College.
- Students have the right to discuss financial aid decisions with personnel in the Financial Services Department.
- Students have the right to appeal financial aid decisions.
- Students are responsible for following application and/or reapplication procedures.
- Students are responsible for informing the Financial Services Department of any change in their enrollment status.
Federal Financial Aid Programs

Financial aid programs are available at Daymar College ("the College") to provide assistance to qualifying students for their education. Grants, loans, and part-time employment may be available in a variety of combinations to meet the difference between the amount students and their families can reasonably be expected to provide and the cost of attending the College. Most financial aid programs are paid on a payment period basis, as defined by the Department of Education. Assistance in applying for these programs are provided through the Financial Services Office and visiting www.fafsa.gov

<table>
<thead>
<tr>
<th>Federal Programs</th>
<th>Types of Aid</th>
<th>Program Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>Grant: does not have to be repaid</td>
<td>For undergraduates with financial need who have not earned a Bachelor's or professional degrees; in some cases, however, a student enrolled in a post baccalaureate teacher certification program might receive a Federal Pell Grant. A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years).</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>Grant: does not have to be repaid</td>
<td>For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Money earned while attending school; does not have to be repaid</td>
<td>For undergraduate and graduate students; jobs can be on campus or off campus; students are paid at least federal minimum wage; funds depend on availability at school.</td>
</tr>
<tr>
<td>Direct Subsidized Loan</td>
<td>Loan: must be repaid with interest</td>
<td>For undergraduate students; U.S. Department of Education pays interest while borrower is in school and during grace and deferment periods; student must be at least half-time and have financial need; First-time borrowers may not receive this type of loan for more than 150% of the length of their program of study; and U.S. Department of Education may stop paying their interest if they exceed that limit.</td>
</tr>
<tr>
<td>Direct Unsubsidized Loan</td>
<td>Loan: must be repaid with interest</td>
<td>For undergraduate and graduate students; borrower is responsible for all interest; student must be at least half-time</td>
</tr>
<tr>
<td>Direct PLUS Loan</td>
<td>Loan: must be repaid with interest</td>
<td>For parents of dependent undergraduate students and for graduate or professional students; borrower is responsible for all interest; student must be enrolled at least half-time; financial need is not required;</td>
</tr>
</tbody>
</table>

More information relating to terms and interest rates for loans and/or other federal aid programs can be found at https://studentaid.ed.gov/sa/.

State Programs

Daymar participates in a variety of state sponsored grant and scholarship programs. Please visit your state postsecondary website and/or come by the College Financial Services department to determine eligibility.

Students who have a physical or mental disability which is a handicap to employment may be eligible for sponsored training services through their state government agency. Students should consult the local office of the Bureau of Vocational Rehabilitation for more information.
Private or Alternative Loans

Some private lenders provide student loan resources outside of the federal loan programs. Rules and eligibility vary so contact the specific lender or come by the College Financial Services Office for additional information.

Veteran’s Administrations Benefits and Other Military Programs

The U. S. Department of Veteran’s Affairs (VA) determines eligibility of each student and program of study. Application forms are available at www.benefits.va.gov/gibill/. Once eligibility has been determined by VA (Certificate of Eligibility issued), please contact the College Financial Service Office for additional information. The College participates in VA Chapters:

- Chapter 30 (Active Duty GI Bill)
- Chapter 1606 (Reserve GI Bill)
- Chapter 1607 (REAP Reserve Educational Assistance Program)
- Chapter 31 (VA Vocational Rehabilitation)
- Chapter 35 (Dependents Educational Assistance DEA)
- Chapter 33 (Post 9/11 GI Bill)

The Yellow Ribbon GI Education Enhancement Program and Scholarship

The Yellow Ribbon GI Education Enhancement Program (The Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50% of those expenses and VA will match the same amount as the institution.

Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be contributed. VA will match that amount and issue payment directly to the institutions. Most times this is done during the Summer term when VA funding has been utilized during the year.

Military Career Advancement Account (MyCAA)

The College also participates in the Military Career Advancement Account (MyCAA) more information can be found at https://aiportal.acc.af.mil/mycaa/. MyCAA helps military spouses pursue licenses, certificates, certifications or Associate's Degrees (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations.

Daymar Grants

Daymar grant programs are designed to assist students who meet admissions requirements and wish to attend Daymar, but require additional financial assistance in order to be able to attend college. Grant programs listed below can be awarded concurrently unless otherwise noted. Grants will be applied to the student’s account after the payment of federal, state, military and/or agency funding. The award amounts are determined by Director of Financial Services. Tuition, fees, and refund policies as described in the catalog apply to these grant programs. Applications for these grants may be found in the Financial Services Office. A student may not receive any Grant in
combination with other student aid in excess of tuition and fees. Grants are part of the total Financial Aid package, offered and monitored by the Director of Financial Services. If a student is awarded a Grant and elects to receive Federal Student Aid, including grants and loans in excess of tuition and fees, the Grant award may be reduced or revoked. The maximum timeframe for each grant awarded is 150% of the published length of the program enrolled beginning from the initial term and program in which the grant was awarded, General Requirements for each program are:

General Requirements for each program are:
- Be enrolled at Daymar in any approved program, and
- Complete the application process for Title IV assistance, and
- Complete the Grant Program Application, and
- Maintain Satisfactory Academic Progress as stated for Title IV eligibility and as defined by Daymar, and
- Present documentation of eligibility for specific grant programs (if applicable).

**American Working Spirit Grant**
The recipient must:
- Be an agency approved dislocated worker through the Workforce Investment Act.

The total grant is a minimum of $500 per payment period and a maximum of $5,000 per payment period. The American Working Spirit Grant has a total annual funding base of $70,000, which is provided for in the operating budget for Daymar. The grant cannot be combined with other institutional grants.

**Elevate Grant**
The recipient must:
- Be partial Pell eligible under the Federal Pell Grant Program based on the calculated Expected Family Contribution number.

The total grant is a minimum of $100 per class, up to a maximum of $400 per payment period. The Elevate Grant has a total annual funding base of $750,000 which is provided for in the operating budget for Daymar.

**Neighborly Grant**
The recipient must:
- Have applied for or missed the opportunity to apply for current award year grant from their respective State and/or be ineligible to receive any State issued grant funds.

The total grant is a minimum of $50 per class, up to a maximum of $200 per payment period. The Neighborly Grant has a total annual funding base of $1,000,000 which is provided for in the operating budget for Daymar.

**Onward Grant**
The recipient must:
- Be Pell ineligible under the Federal Pell Grant Program due to the calculated Expected Family Contribution number.
The total grant is a minimum of $200 per class, up to a maximum of $800 per payment period. The Onward Grant has a total annual funding base of $2,500,000 which is provided for in the operating budget for Daymar.

**American Pride Grant**

The recipient must:
- Be on active military duty, or
- Be a Wounded Warrior*.
- Have been honorably discharged.

The exact amount of the award will be based on an individual assessment of the student’s military and agency award. This grant cannot be awarded with any other military affiliated grant. The amount is not to exceed $4000.00 per payment period. The American Pride Grant Program has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.

*A Wounded Warrior is any disabled veteran who has served since September 11, 2001, has less than 20 years of military service and has received either a Memorandum Rating of thirty percent (30%) or greater from their service Physical Evaluation Board or a VA service-connected disability rating of thirty percent (30%) or greater,

**National Guard/Reservist Grant**

The recipient must:
- Be an active duty national guard member, or
- Be a reservist.

The total grant is $250.00 per payment period for at least a half time enrollment with a $2,000.00 lifetime maximum per student. This grant cannot be awarded with any other military affiliated grant. The National Guard/Reservist Grant has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.

**Veteran Grant**

The recipient must:
- Be a honorably discharged veteran and/or Wounded Warrior*, or
- Be a spouse/widow of a honorably discharged veteran and/or Wounded Warrior*, or
- Be a dependent child, age 25 or under, of an honorably discharged veteran and/or Wounded Warrior*.

The exact amount is $125.00 per payment period for at least a half time enrollment with a $1,000.00 lifetime maximum per student. The Veteran Grant Program has a total annual funding base of $50,000.00 and is funded separately and apart from the operating budget for the College.

*A Wounded Warrior is any disabled veteran who has served since September 11, 2001, has less than 20 years of military service and has received either a Memorandum Rating of thirty percent (30%) or greater from their service Physical Evaluation Board or a VA service-connected disability rating of thirty percent (30%) or greater.

**Daymar Scholarships**

All academic scholarships are reserved for students who exhibit above average academic performance. The applicant must meet all other admissions requirements for attending the College in addition to the specific scholarship requirements. Scholarships will be awarded to the first applicants each quarter who meet all eligibility requirements. All scholarships must be approved by the College Scholarship Selection Committee, which includes the Financial Services Officer, Director of Financial Services, and the Campus President/Director. No more than one
Daymar Scholarship per payment period will be awarded to any applicant. A student may not receive any Daymar scholarship in combination with other student aid in excess of the tuition and fees. The Daymar scholarships are part of the total financial aid package, offered and monitored by the Director of Financial Services. If a student is awarded a Daymar scholarship and elects to receive federal student aid, including grants and loans in excess of the tuition and fees, the Daymar scholarship may be reduced or revoked. The maximum timeframe for each scholarship awarded is 150% of the published length of the program enrolled beginning from the initial term and program in which the scholarship was awarded.

General Requirements for each program are:
- Be enrolled at Daymar in any approved program, and
- Complete the application process for Title IV assistance, and
- Complete and Submit a Scholarship Application prior to the published drop/add period for the initial term enrolled, and
- Maintain Satisfactory Academic Progress as stated for Title IV eligibility and as defined by Daymar and
- First-time, full-time students (12 credit hours or more) enrolled in a degree programs (unless otherwise specified), and
- The student must maintain a grade point average of at least 3.0 each quarter in order to continue to receive the scholarship the following quarter. If a student falls below a 3.0 grade point average for a given term, their scholarship will be suspended until a cumulative grade point average of 3.0 is attained.

Alumni Scholarship
Application and supporting documentation for the Alumni Scholarship must be filed with the Director of Admissions upon enrollment.

The recipient must:
- Be a graduate of Daymar College in either a diploma or associate level program with a grade point average of 3.0 or higher;
- Meet admissions requirements and be admitted as a full-time degree-seeking student;
- Maintain Satisfactory Academic Progress.

Award:
- Graduates who re-enroll in a Daymar higher credential program immediately (the next term start date) after fulfilling graduation requirements are eligible for up to $1,500 per academic year.
- Graduates who re-enroll in a Daymar higher credential program within one (1) calendar year after fulfilling graduation requirements are eligible for up to $1,000 per academic year.
- Graduates who re-enroll in a Daymar higher credential program greater than one (1) calendar year after fulfilling graduation requirements are eligible for up to $500 per academic year.

Scholarship is non-transferable.

Director's Scholarship
The recipient must:
- Be a high school student entering the College immediately (within one academic year) following high school graduation, and
- Have a minimum high school grade point average of 3.25 to 3.4 (on a 4.0 scale), or
- Have an ACT score of 23 or higher, and
• Receive a written recommendation from the high school principal or guidance counselor and at least one (1) teacher on school letterhead.

The exact amount for the award is $500.00 per payment period. The maximum award is $5,000 per student.

**Presidential Scholarship**
The recipient must:
• Be a high school student entering the College immediately (within one academic year) following high school graduation, and
• Have a minimum high school grade point average of 3.5 (on a 4.0 scale), or have an ACT score of 23 or higher, or
• Be in the top 10 percent of the high school graduating class, and
• Receive a written recommendation from the high school principal or guidance counselor and at least one (1) teacher on school letterhead.

The exact amount for the award is $1000 per payment period. The maximum award is $10,000 per student

**Private Scholarships and Grants**
Many foundations, corporations, churches, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor. The College will be happy to work with any organization. Please visit your Financial Services Department for more details.

**Financing Options**
The College offers in-school and out-of-school payment plans to help ease the cost of education. Please visit the Financial Services Department for terms and conditions.

**Financial Aid Policies**

**Refund Adjustment Policy**

**Refund Policy For First-Term Students**
Students enrolling in any Daymar program are permitted to withdraw within twenty-one (21) days of the first day of the student’s first term or within twenty-one (21) days of the student’s first day of class for the student’s first term, whichever is latest in time, at the Daymar institution in which the student enrolled. If the student’s first term is a six-week mid-start term, students shall be permitted to withdraw within fourteen (14) days of the first day of the student’s first mid-start term or within fourteen (14) days of the student’s first day of class for the student’s first mid-start term, whichever is latest in time. For students enrolled in a program measured in clock-hour increments, students shall be permitted to withdraw within the first one hundred (100) clock hour increments of their first payment period for the program. Daymar will not charge any student who withdraws pursuant to this paragraph for any tuition and fees associated with attending classes during the twenty-one (21) day, 100 clock-hour, or fourteen (14) day grace periods outlined in this paragraph. Daymar will not request Title IV funds on behalf of any student who withdraws pursuant to this paragraph and will return to grantors or lenders any grants and financial aid received for or on behalf of the student.
Refund Schedule for First-Term Students Only

<table>
<thead>
<tr>
<th>Percentage of Tuition Owed by a Withdrawing Student for a Student Beginning at the Start of a Full Term</th>
<th>Percentage of Tuition Owed by a Withdrawing Student for a Student Beginning at a Start of a Mid-Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>0%</td>
</tr>
<tr>
<td>Second Week</td>
<td>0%</td>
</tr>
<tr>
<td>Third Week</td>
<td>0%</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>33%</td>
</tr>
<tr>
<td>Fifth Week</td>
<td>42%</td>
</tr>
<tr>
<td>Sixth Week</td>
<td>50%</td>
</tr>
<tr>
<td>Seventh Week</td>
<td>58%</td>
</tr>
<tr>
<td>Eighth Week through end of term</td>
<td>100%</td>
</tr>
</tbody>
</table>

Refund Schedule for First-Time Medical Massage Therapy Students

Percentage of tuition owed by all first-time Medical Massage Therapy students in their first payment period within each clock hour increment earned at Daymar:

- 0-50 Hours: 0%
- 51-100 Hours: 0%
- 101-150 Hours: 33%
- 151-200 Hours: 44%
- 201-250 Hours: 55%
- 251-267 Hours: 59%
- 268-450 Hours: 100%

Refund Policy for Continuing and Returning Students

Institutional and State Grant refunds are determined by the schedules below. No refund will be given upon withdrawal from individual courses after Drop/Add Period. If a student withdraws from a course, they do not receive a refund for that course as long as they continue their enrollment. Under the pro-rata term tuition refund schedule, Daymar retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. The refund computation is based on the students last day of attendance. If the student withdraws from Daymar and therefore withdraws from all courses, then a Return to Title IV funds calculation is performed to determine the correct refund based on the date of withdrawal. All refunds will be made within thirty (30) days from the time Daymar determines the student has withdrawn.
Refund Schedule for Continuing and Returning Students

<table>
<thead>
<tr>
<th>Percentage of Tuition Owed by a Withdrawing Student for a Student Beginning at the Start of a Full Term</th>
<th>Percentage of Tuition Owed by a Withdrawing Student for a Student Beginning at a Start of a Mid-Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>First Week</td>
</tr>
<tr>
<td>Second Week</td>
<td>Second Week</td>
</tr>
<tr>
<td>Third Week</td>
<td>Third Week</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>Fourth Week and thereafter</td>
</tr>
<tr>
<td>Fifth Week</td>
<td>Fifth Week through end of term</td>
</tr>
<tr>
<td>Sixth Week</td>
<td></td>
</tr>
<tr>
<td>Seventh Week</td>
<td></td>
</tr>
<tr>
<td>Eighth Week through end of term</td>
<td></td>
</tr>
<tr>
<td>First Week</td>
<td>17%</td>
</tr>
<tr>
<td>Second Week</td>
<td>33%</td>
</tr>
<tr>
<td>Third Week</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth Week and thereafter</td>
<td>67%</td>
</tr>
<tr>
<td>Fifth Week through end of term</td>
<td>100%</td>
</tr>
</tbody>
</table>

Refund Schedule for Continuing Medical Massage Therapy Students

Percentage of tuition owed by all continuing and returning students within each clock hour increment of the 900 clock hour schedule:

- 0-50 Hours: 11%
- 51-100 Hours: 22%
- 101-150 Hours: 33%
- 151-200 Hours: 44%
- 201-250 Hours: 55%
- 251-267 Hours: 59%
- 268-450 Hours: 100%

All institutions participating in the United States Department of Education Student Financial Aid Programs (SFA) are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. The Higher Education Act of 1998, as amended, in general, requires that if a recipient of SFA Program assistance withdraws from Daymar during a payment period or period of enrollment in which the recipient began attendance, Daymar must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned.

Daymar is required to calculate refunds for Indiana residents using the Indiana Commission on Proprietary Education’s Uniform Refund Policy. See the Campus President/Director for a copy of this refund policy.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal from Daymar. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds. The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment (denominator) for which assistance is awarded, divided into the number of calendar days completed in that period as of the day the student withdrew (numerator). Scheduled breaks of at least five (5) consecutive days are excluded for the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. Daymar must return the lesser of the amount of SFA Program funds that the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of
enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, any SFA funds in accordance with the terms of the loan as well as the remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Please note that the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal and refund calculations. Individual calculations are available upon request in the financial aid office.

Return of Title IV Aid

All institutions participating in the United States Department of Education Student Financial Aid Programs (SFA) are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. The Higher Education Act of 1998, as amended, in general, requires that if a recipient of SFA Program assistance withdraws from Daymar during a payment period or period of enrollment in which the recipient began attendance, Daymar must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal from Daymar. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds. The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment (denominator) for which assistance is awarded, divided into the number of calendar days completed in that period as of the day the student withdrew (numerator). Scheduled breaks of at least five (5) consecutive days are excluded for the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. Daymar must return the lesser of the amount of SFA Program funds that the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, any SFA funds in accordance with the terms of the loan as well as the remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Please note that the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal and refund calculations. Individual calculations are available upon request in the financial aid office.

Verification Policy

Students may be selected on a random basis by the federal government or the Financial Services Department to verify certain items that were submitted on their Free Application for Federal Student Aid (FAFSA). Failure to submit the requested documentation will cause the student to forfeit entitlement to the financial aid. Students needing to correct their Student Aid Reports (SAR) as a result of verification will be notified. The student has 14 days business days to submit verification documents. Once documentation is received, the financial services department will compare data elements and correct elements (if necessary). If the EFC and other Title IV aid amounts changes as a result of verification, the financial services department will notify the student immediately.

Cash Discount Policy

Students who opt to pay cash for any portion of their tuition, fees, and books to reduce their student debt must make satisfactory payment arrangements. Various payment options are available for those who prefer to pay in installments.
Daymar offers interest free cash payment plans at no additional charge to the student. Students who are late could be financially withdrawn and dismissed for non-payment.

To encourage students to meet their financial commitment to reduce their student debt, Daymar will offer the following discounts to students who pay cash*:

- Full cash payment of program tuition at onset of program = 30% discount.
- To qualify, the payment must be received within the first ten (10) days of instruction. This does not apply to students receiving Title IV aid. For example: $30,000 (Program Cost). The 30% discount is $9,000.
- Full cash payment of program term tuition at onset of program = 20% discount.
- To qualify, the payment must be received within the first ten (10) days of instruction. This does not apply to students receiving Title IV aid. For example: $6,000 (Term Cost). The 20% discount is $1,200.
- Full cash payment of program GAP** at onset of program = 20% discount.
- To qualify, the payment must be received within the first ten (10) days of instruction. For example: $30,000 (Program Cost) - $11,100 (Pell) = $18,900 (GAP). The 20% discount is $3,780.
- Full cash payment of term GAP** for a given term = 15% discount.
- To qualify, the payment must be received within the first ten (10) days of instruction. For example: $6,000 (Term Cost) - $1,850 (Pell) = $4,150. The 15% discount is $623.

*Cash is defined as Cash, Check, or Credit Card.
**GAP is the difference between the student’s tuition bill and expected aid from other sources (Federal, State and Other Non-Cash Payment sources). If available funding is less than the tuition bill you have a GAP to cover with a Cash Payment Plan.

Payment/Document Delinquency Policy

Students must satisfy all their financial obligations to the school prior to the last day of the current term in which they are enrolled. It is expected that the student will comply by providing all necessary financial aid paperwork requested. If monthly payments are budgeted, payment(s) are to be made on or before the statement due date to maintain satisfactory financial progress. Satisfactory financial progress is defined as on time payment(s) of all financial obligations to the school.

If a student fails to meet his/her financial obligations, he/she will receive a warning by both letter and e-mail, and the student has seven (7) calendar days to cure. If the financial situation is not immediately satisfied, the student will be placed on Financial Probation. Should the terms and conditions of the probation not be met, the student can be withdrawn for financial reasons. The student may appeal being financially withdrawn within two (2) business days by submitting a written request to the Director of Financial Services which includes the following applicable information:

- A reason for the delinquent payments/documents with supporting documentation.
- A written plan outlining how payments will be brought current.
- A reason financial aid paperwork was not submitted timely.
- A written plan outlining when financial paperwork will be received.

The appeal will be reviewed within two (2) business days by the Financial Appeals Board. The Financial Appeals Board is comprised of the Campus President/Director, Director of Education, Director of Financial Services, and Accounts Receivable Specialist. The Financial Appeals Board decisions are delivered in writing to the student via
mail within three (3) business days. If the appeal is approved, the student may return to class immediately, if not approved, the student’s withdrawal stands.

**Textbooks and Workbooks Policy**

Please note that students are not required to purchase his/her books from the College. Initial sets of books per term are included with tuition for students who enroll in programs with all-inclusive pricing. Textbooks are provided to students either in an ebook or physical format. Detailed information, relating to textbooks, workbooks, and course materials are available online via the College’s Student Portal. All questions and inquiries on textbooks should be directed to the campus Director of Education or the Instructor.

**Unreturned Textbook Policy**

Any student cancelled in a given term has 30 days from the term start to return all books and supplies to the bookstore. Failure to return books and supplies may result in a $500 Unreturned Textbook Fee.

**Course Add/Drop Refund Policy**

The Drop/Add Period for Full Start of a term begins the first day of the term and ends after eight (8) calendar days. The Drop/Add Period for Mid-start of a term begins the first day of the term and ends after three (3) calendar days. Continuing students not attending classes during the Drop/Add Period risk being withdrawn from the College after the Drop/Add Period. In the event the student fails to attend the first scheduled class meeting, the student may be administratively unregistered from the class(es) unless an exception is granted by the College. Please refer to the Academic Calendar for Drop/Add period dates.

**Application Cancellation Policy**

The applicant may cancel the enrollment agreement within 72 hours (until midnight of the third day excluding Saturday, Sunday, and legal holidays) after the agreement is signed. Notice of cancellation must be in writing and received or postmarked before the end of the 72 hour period. Any advanced tuition will be refunded.

**Application Not Accepted Policy**

If the applicant is not accepted, any advanced tuition will be refunded.

**Cancellation Prior to Registration Policy**

If the applicant is accepted, but cancels before registration, any advanced tuition will be refunded.

**Cancellation Prior to Commencement of Classes Policy**

If the applicant is accepted and registers for classes but fails to attend class, any advanced tuition will be refunded.
## Section Seven: Academic Policies and Procedures

### ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Fall</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation – Fall Full Start</td>
<td>September 24</td>
<td>September 22</td>
</tr>
<tr>
<td>Fall Full Start – First Day of Classes</td>
<td>September 28</td>
<td>September 26</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes</td>
<td>October 5</td>
<td>October 3</td>
</tr>
<tr>
<td>New Student Orientation – Fall Mid Start</td>
<td>October 29</td>
<td>October 27</td>
</tr>
<tr>
<td>Fall Mid Start – First Day of Classes</td>
<td>November 2</td>
<td>October 31</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes</td>
<td>November 6</td>
<td>November 6</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>November 11</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 26-28</td>
<td>November 24-25</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>December 14</td>
<td>December 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation – Winter Full Start</td>
<td>January 7</td>
<td>January 5</td>
</tr>
<tr>
<td>Winter Full Start – First Day of Classes</td>
<td>January 11</td>
<td>January 9</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 18</td>
<td>January 16</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes</td>
<td>January 19</td>
<td>January 17</td>
</tr>
<tr>
<td>New Student Orientation - Winter Mid Start</td>
<td>February 11</td>
<td>February 9</td>
</tr>
<tr>
<td>Winter Mid Start – First Day of Classes</td>
<td>February 15</td>
<td>February 13</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes</td>
<td>February 18</td>
<td>February 16</td>
</tr>
<tr>
<td>Good Friday</td>
<td>March 25</td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>March 28</td>
<td>March 27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation – Spring Full Start</td>
<td>March 31</td>
<td>March 30</td>
</tr>
<tr>
<td>Spring Full Start – First Day of Classes</td>
<td>April 4</td>
<td>April 3</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes</td>
<td>April 11</td>
<td>April 10</td>
</tr>
<tr>
<td>Good Friday</td>
<td></td>
<td>April 14</td>
</tr>
<tr>
<td>New Student Orientation – Spring Mid Start</td>
<td>May 5</td>
<td>May 4</td>
</tr>
<tr>
<td>Spring Mid Start – First Day of Classes</td>
<td>May 9</td>
<td>May 8</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes</td>
<td>May 12</td>
<td>May 11</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 30</td>
<td>May 29</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>June 20</td>
<td>June 19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation – Summer Full Start</td>
<td>June 23</td>
<td>June 22</td>
</tr>
<tr>
<td>Summer Full Start – First Day of Classes</td>
<td>June 27</td>
<td>June 26</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes</td>
<td>July 5</td>
<td>July 3</td>
</tr>
<tr>
<td>New Student Orientation – Summer Mid Start</td>
<td>July 28</td>
<td>July 27</td>
</tr>
<tr>
<td>Summer Mid Start – First Day of Classes</td>
<td>August 1</td>
<td>July 31</td>
</tr>
<tr>
<td>Last Day to Drop/Add Classes</td>
<td>August 4</td>
<td>August 3</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 5</td>
<td>September 4</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>September 12</td>
<td>September 11</td>
</tr>
</tbody>
</table>

*This Academic Calendar is subject to change at the discretion of the College. Exams are typically held the last day of class unless specified otherwise.*
**Drop/Add Period**

The Drop/Add Period for Full Start of a term begins the first day of the term and ends after eight (8) calendar days. The Drop/Add Period for Mid-start of a term begins the first day of the term and ends after three (3) calendar days. Continuing students not attending classes during the Drop/Add Period risk being withdrawn from the College after the Drop/Add Period. In the event the student fails to attend the first scheduled class meeting, the student may be administratively unregistered from the class(es) unless an exception is granted by the College. Please refer to the Academic Calendar for Drop/Add period dates.

**Unofficial Withdrawal**

The College will unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance, and the College will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student’s last date of attendance for the calculations, and the date of determination is the 15th day absent. Legal holidays on the academic calendar do not count in the fourteen (14) consecutive calendar days; however, Saturdays, and Sundays do count. Academic intersessions, when courses are not scheduled, do not count in the fourteen (14) calendar days. Additionally, a student who specifically requests to not be unofficially withdrawn due to extenuating circumstances may exceed the fourteen days. Categories of acceptable extenuating circumstances are listed below. Student requests to remain enrolled must be in writing and approved by the campus Director of Education.

- Death of an immediate family member
- Student illness requiring hospitalization
- Severe illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where that family member is the primary financial support
- Abusive relationship
- Divorce proceeding
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Military deployment of the student or the student’s spouse
- Military permanent change of station (PCS)

**Academic Advising**

The College provides each student with an academic advisor in each program of study. Students are encouraged to seek advice from their academic advisor prior to registration. The advisors are normally the Academic Program Directors for each program of study and are available on registration days to help students with the scheduling of their classes. The Director of Education and Registrar are typically available on a daily basis to advise students on academic matters. The Director of Student Services/Student Services Coordinator, Campus President/Director, or
Director of Education assist students with general concerns that they may encounter during college and assist in the interpretation of the College’s rules and regulations and their implementation.

**Course Availability/Cancellation**

While Daymar College makes every effort to provide sufficient course sections for students, the College reserves the right to cancel any course. Students enrolled in canceled courses will be granted a full refund and will be allowed to add a course until the end of the drop/add period. Enrollment in a particular course section or with a specific instructor is not guaranteed. Course instructors may change at the discretion of Daymar College.

**Course Types and Delivery Methods**

- **Face-to-Face**: The course instruction is delivered in a classroom, laboratory, or clinical setting, whereby the student and faculty member are both physically present at the location where the learning experience is being facilitated. Non-traditional face-to-face instruction may also be delivered during synchronous (live) student-faculty engagement utilizing technology (e.g. Skype), whereby the student-faculty may not be in the same physical location (e.g. Campus). Only schools with written approval to utilize non-local synchronous tools, such as Skype, may use such technology to count as face-to-face instruction.

- **Hybrid**: The course instruction is delivered using a combination of face-to-face and online instructional methods. Students meet weekly for face-to-face instruction, and also then complete additional course requirements via the online classroom platform (e.g. Canvas).

- **Online**: The course instruction is delivered entirely in an online classroom, which may include a combination of asynchronous (non-live) and synchronous (live) activities in an e-learning environment. Neither students nor faculty will be in the same physical location.

- **Directed Study**: These courses are completed on a one-to-one and/or small group basis with a faculty member. Directed-Study courses follow an existing and approved course syllabus, which is provided to students prior to the course start date. Students are required to maintain weekly contact with the instructor. The course syllabus contains specific instructions regarding weekly contact format and requirements.

- **Independent Study**: These courses are completed one-to-one with a faculty member. Directed-Study courses follow an existing and approved course syllabus, which is provided to students prior to the course start date. Students are required to maintain weekly contact with the instructor. The course syllabus contains specific instructions regarding weekly contact format and requirements.

**Waiver/Course Substitution**

The College may, on a rare occasion, allow a student to substitute a course in his/her particular curriculum for another course of a common nature. The student must request this in writing, to the Campus President/Director and Director of Education for approval of a substitution.

**Transferring Credits to Daymar**

College-level credits earned from a regionally or nationally accredited institution will be considered for transfer. Credits and degrees from institutions that are nationally accredited by agencies recognized by both the US Department of Education (ED) and the Council for Higher Education Accreditation (CHEA) are considered for transfer. The College will evaluate all previous education, training, and experience and award appropriate credit.
and clock hours toward a student’s educational objective, and will notify the student. The College will consider credits and clock hours from any accredited institution as long as:

- The course is equivalent in content to a course offered by the College
- The number of credit and clock hours awarded meets or exceeds the number awarded for the equivalent course;
- The student earned a grade of “C” or better, and
- The student earned the credits prior to enrolling at the College.

Credits and clock hours so transferred will be entered on the student’s academic transcript.

Transfer of credit from military training and experience may be applied toward programs at the College. Transfer of credit from military training, military experience, and/or military educational courses may be awarded for military educational courses and experiences based on the recommendations of the American Council on Education (ACE) Guide. The academic staff of the College will determine comparability of courses and appropriateness and applicability of the credit to the student’s program by reviewing the full description of the service school or Military Occupational Specialty (MOS) as found in the appropriate volume of the ACE Guide. Official documentation of military educational experiences, such as the DD Form 295, DD Form 214, AARTS, transcripts, etc., must be submitted directly to the Director of Admissions. Official transcripts will be requested by the Academic Affairs Department.

Transfer credits are not computed in determining grade point average, these are transferred credit grades. However, these transfer credits are computed in completion rate.

Transfer credit hours completed at another school and accepted by the College will count in the SAP evaluation as credits attempted and earned. Transfer credit will not affect the CGPA. Advanced placement credit is treated the same as transfer credit. Transfer clock hours completed at another school and accepted by the College will count in the SAP evaluation as clock hours attempted and earned. Transfer credit will not affect the CGPA.

**American Council on Education (ACE)**

Credits earned from coursework or training that has been recommended for college credit by the American Council on Education (ACE) may also be accepted. This includes both credits for military training, as well as non-military coursework or training unless otherwise limited by a state regulatory agency. Students should refer to the ACE Military Guide available online at [http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx](http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx) and ACE College Credit Recommendation Service (CREDIT) available online at [http://www2.acenet.edu/credit/?fuseaction=browse.main](http://www2.acenet.edu/credit/?fuseaction=browse.main) to determine whether their military or workplace learning experiences are identified in the respective guide.

**National College Credit Recommendation Service**

Credits earned from coursework and training that has been recommended for college credit by the National College Credit Recommendation Service (NCCRS) may be accepted.

**Standardized Examinations**

For associate’s level and bachelor’s level degree programs, national testing credit is accepted for commonly administered and accepted tests such as:
• College Level Examination Program (CLEP)
• DSST (formerly known as Dantes Subject Standardized Tests)
• Excelsior College Examinations (ECE)
• International Baccalaureate (IB) and
• Advanced Placement (AP).

Exam scores must meet or exceed minimum qualifying scores established by the American Council on Education (ACE) or similar agency. Students should contact their academic advisor for a description of the type and amount of credit that can be applied toward their program of study.

Prior Learning

The Prior Learning Assessment (PLA) process determines if learning acquired outside of a university classroom is equivalent to academic learning and is eligible for college credit. Examples of learning that may be eligible for Prior Learning Assessment include recognized professional licenses and certifications, corporate professional development, and other informal learning opportunities. Credit is only awarded for demonstrated learning. Unless otherwise limited by a state regulatory agency a maximum of 50% of required program credits can be earned via prior learning.

Prior Learning Assessment can only be requested by matriculated students enrolled in associate’s or bachelor’s degree programs. Credit awards may be applied to elective, general education and core requirements as appropriate to the content of the learning and as approved by the Vice Chancellor of Academic Affairs.

For more details, students should contact their Director of Education.

Transferring Daymar Credits to Other Schools

It is UNLIKELY that any credits earned at Daymar (even if a degree is awarded) will be transferable to, or accepted by, any institution other than a Daymar School. Daymar cannot guarantee acceptance of its credits by other institutions. Acceptance of credits is determined by the receiving institution. Students who are planning to transfer credits should contact the receiving institution about its transfer credit policies.

The transferability of credits you earn at Daymar College 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 your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 Daymar College to determine if your credits or degree, diploma or certificate will transfer.

Students considering transferring to an unaffiliated school should determine whether that school will accept Daymar College credits. Daymar College encourages students to initiate discussions with the potential transfer school as early as possible. Daymar College does not imply, promise, or guarantee transferability of its credits to any other institution.

Transcripts and Student Records
The Academic Affairs Office maintains academic records for each student. The department will release official transcripts only when students have met all their financial obligations to Daymar College. Grade reports are mailed to students and/or made available via the Student Portal. Students that meet the degree requirements of the program in which they are enrolled will receive an official diploma.

A full and complete record of every course that students attend is maintained on a transcript. The record of all credits, attempted and earned, are posted to this form concurrent with the issuance of quarterly grade reports to students. A signed, sealed, and dated copy of this form represents an official transcript. One official transcript is provided free of charge to each graduate. Upon written request to the Registrar, additional transcripts will be furnished at a charge of $5.00 each.

**Relocation to another Daymar College Campus**

A student who wants to attend a different Daymar College campus may change their campus of record if he or she is currently enrolled and in good academic and financial standing at the time the transfer is requested unless a program is limited by accreditation or state regulatory requirements.

Students who are relocating but also applying for a new degree program may be required to submit additional materials required for admission to the new degree/program. The Admissions Department at the new location will notify the transferring student if additional documents are required.

Internal transfers across programs are not guaranteed; however, relocations from one campus to another within a specific degree program for students in good standing are automatic except where state regulatory requirements or program accreditation requirements differ. Similarly, all credits and grades earned at the initial campus are applicable at the new campus unless state regulatory requirements or campus-specific programmatic accreditation restricts such movement. Students must fulfill all financial obligations at their current campus before a relocation or transfer is complete.

Courses taken at another Daymar College campus will be applied to the student’s overall GPA and will be included in calculations of satisfactory academic progress.

VA benefit recipients may jeopardize their eligibility for benefits by transferring.

Students transferring to another Daymar campus will have financial aid packaged in association with the new campus.

**Non-Degree Seeking**

In some circumstances and with permission of the Director of Education, students who wish to take courses without completing the admission application requirements may enroll as students at-large (non-degree students). Applicants for student-at-large status must provide transcripts for the highest degree attained and any subsequent coursework. An immunization form may also be required. Students-at-large pay the standard fees and tuition rate and are ineligible for financial aid.

Should a non-degree seeking student elect to change his/her status to that of a matriculated student, any credits transferred to the College will be subject to the same conditions and requirements applicable to degree seeking students.

**Auditing of Courses**
Auditing allows a student to enroll in a course for the purpose of reviewing course content without being required to demonstrate fulfillment of the course objectives. The audited course will be reported on a student’s official transcript but no grade will be received and the audited course will not affect a student’s GPA or Satisfactory Academic Progress calculation. Audited courses do not result in college credit and therefore will not apply toward the fulfillment of degree requirements.

The student’s intention to audit a class must be made clear by the student at the time of enrollment. No change from audit to credit status or from credit to audit status may be made after the beginning of a class.

Current students who audit a course are responsible for tuition and fees associated with the course. All Daymar College graduates may audit a course and will not be charged tuition associated with the course. However, Daymar College graduates who audit a course will be responsible for the cost of books and supplies associated with the course.

**Attendance**

Students are expected to attend all scheduled courses in order to achieve the learning goals of their program. Prospective employers are often as concerned with applicants’ school attendance records as with their academic records. Attendance has a direct bearing on the students’ final grade in each course. If a student has been out of school for fourteen (14) consecutive days, the student may be withdrawn from school. Refer to the Unofficial Withdrawal in the catalog.

Some courses at the College require additional laboratory time, outside of class, for successful completion. Students are expected to complete all laboratory time in order to achieve the learning goals of their program. Laboratory time will be scheduled at various times throughout the week. Check with your instructor to get a listing of those days and times.

Students attending courses online are expected to log-in to their course(s) and perform academic assignments each week that school is in session.

Additional information related to absences, class cuts, tardiness, and make-up work may be addressed by the instructor and course syllabi.

The instructional programs at the College are based on year-round attendance. Classes are in session year-round, with the exception of legal holidays, and breaks between terms.

The College classes may be scheduled from 7:30 a.m. to 10:30 p.m., Monday through Thursday; 7:30 a.m. to 10:00 p.m., Friday; 8:00 a.m. to 1:00 p.m., Saturday. Hours may vary slightly per campus. Some classes may require additional laboratory attendance. The number of class hours each day may vary because of class scheduling. Students meet a definite, predetermined schedule each class day. Full-time students are expected to attend four (4) courses per quarter. Courses may not be offered if fewer than ten students are scheduled for the course.

**Withdrawal Policy**

Students who withdraw from a course during the Drop/Add Period do so with no penalty, fee, or grade. A student is permitted to withdraw from a course with a grade of “W” provided the student withdraws at or before the midpoint of the term. After the midpoint of the term, any student withdrawing from a course will receive a grade of “F”. A grade of “W” is not computed in determining CGPA, but is computed in determining hours toward
completion. A grade of “F” is computed in determining CGPA and in determining hours toward completion. Academic status and eligibility for student financial aid may be affected if the student reduces his/her course load.

The date the student notifies the College officially becomes the student’s date of determination, and appropriate change in status and Return to Title IV calculation will be completed. The student must notify a Campus President/Director, Director of Education, or Director of Financial Services. If a student is unable to officially notify the college due to military, medical, or incarceration, the College may take official written notification from a family member in regard to why the student is unable to notify the college as well as notification of the student’s intent to withdraw.

The College may unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance, and the College will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student’s last date of attendance for the calculations, and the date of determination is the 15th day absent. Legal holiday’s and term breaks on the academic calendar does not count in the fourteen (14) consecutive calendar days; however, Saturdays, and Sundays count during an academic term.

**Unit of Credit**

A quarter credit hour is defined as a minimum of ten (10) classroom lecture periods of not less than 50 minutes each and which assumes outside reading and/or preparation; twenty (20) laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced; thirty (30) hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three (3).

**Grade Scale**

Upon the completion of each term, students are given a letter grade in each course based upon examinations, oral reports, readings, research topics, attendance, or other exercises required by the instructor. A grade report showing the final grade in each course, the term grade point average and cumulative grade point average is provided to students at the end of each term. All courses attempted, excluding courses dropped during Drop/Add and course cancellations prior to commencement, appear on students’ official transcripts. Each course entered on students’ transcripts is assigned a letter grade evaluation.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Numeric Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>65-69</td>
<td>1</td>
</tr>
<tr>
<td>D-PR</td>
<td>Core Prerequisite Failed</td>
<td>&lt;65</td>
<td>0</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Credit Hours</td>
<td>Grade Points</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
<td>&lt;65</td>
<td>0</td>
</tr>
<tr>
<td>XA</td>
<td>Credit for Exam</td>
<td>n/a</td>
<td>4</td>
</tr>
<tr>
<td>XB</td>
<td>Credit for Exam</td>
<td>n/a</td>
<td>3</td>
</tr>
<tr>
<td>A*</td>
<td>Transfer Grade</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>B*</td>
<td>Transfer Grade</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>C*</td>
<td>Transfer Grade</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>AP</td>
<td>Advanced Placement</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>CE</td>
<td>Credits Earned</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Pass</td>
<td>Passed</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Fail</td>
<td>Failed</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Grade Point System**

Grade points earned for one course taken are the product of the quarter credit hours for that course times the figure in the grading scale as shown previously; for example, a four (4) credit hour course with a grade of “B” earns $4 \times 3 = 12$ grade points.

Grade points earned in one term are the sum of the grade points earned in all the individual courses taken in that term. The Grade Point Average (GPA) for each term is computed by dividing the total grade points earned in that term by the total quarter hours attempted in that term.

The cumulative GPA is the average for all courses attempted in all terms in which the student has registered in the College. This cumulative average is computed by dividing the total of earned grade points by the total quarter credit hours earned. In the case of a student repeating a course, only the grade and quarter hours earned in the last attempt are counted toward the cumulative GPA.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Grade</td>
<td>Credits</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>D-PR</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>XA</td>
<td>4</td>
</tr>
<tr>
<td>XB</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional Grades**

**Credit (Pass/Fail)**

Pass/Fail credits count as credits attempted but do not count as Cumulative Grade Point Average (CGPA) when determining Satisfactory Academic Progress.

**Incomplete (I)**

A grade of “I” is given at the faculty member’s discretion to a student who has completed at least 67% of the course requirements, including attendance, and has a reasonable likelihood of successfully completing the course requirements in the extended time allowed. Students must be passing the portion of the course completed to be eligible for either the “I” grade. Any course for which a student receives an “I” must be completed within ten days after the end of the course. Failure to complete the required coursework within the designated time will result in a course grade assigned based on the coursework completed prior to the end of the quarter.

**Transfer Credit (TC)**

This represents a passing grade for earned transfer credit. This grade is not included in computing Cumulative Grade Point Average (CGPA) or Incremental Completion Rate (ICR). It is included in computing the Maximum Time Frame (MTF).

**Withdrawal (W)**

Students withdrawing from a course by the end of the drop/add period will have the course removed from their transcript. A record of the course attempted remains on the student’s ledger as a withdrawn course. Students who officially drop after the end of the drop/add period and before 67 percent of the academic session has elapsed will receive a “W” on their transcripts. Students who have completed more than 67 percent of the academic session will not be eligible to receive a “W” grade. The grade of “W” is included in the computing the Incremental Completion Rate and Maximum Time Frame but does not impact his/her CGPA. Academic status and eligibility for student financial aid may be affected if the student reduces his or her course load.

**Failure Due to Late Withdrawal (F)**

Students who complete more than 67 percent of a course but do not complete the remaining portion and either are not approved for or do not request an “I” will be assigned the grade “F”. The “F” is included in both the total
credit hours attempted and the CGPA for purposes of evaluating Satisfactory Academic Progress and computing Incremental Completion Rate and in the Maximum Time Frame.

Grade Appeal Procedures

Students who have a concern about a course grade are initially encouraged to consult with the faculty member who issued the grade to resolve the matter. Students wanting to pursue the matter further may appeal the grade in the following manner.

The student must file a written grade appeal to the academic department director. Students may appeal a grade or an evaluative comment only during the session following issuance of the grade or evaluative comment. The written appeal must include the grounds upon which the student believes the grade is not correct. Those grounds include the following:

- the application of nonacademic criteria in the grading process,
- the assignment of a grade to the student for reasons other than the student’s academic performance in the course, or
- miscalculation of the grade according to grading criteria contained in the course syllabus or other posted or distributed course information.

The student should include any relevant written evidence, which may include the syllabus, exams, papers, and anything else that supports the student’s claim.

The academic department director shall review the appeal and issue a written response. If, after receiving a written response to the grade appeal from the Academic Program Director, the student wishes to pursue the issue, he/she must, within 14 calendar days, request in writing further investigation from the campus Director of Education. The campus Director of Education will review the findings and issue a written response. The final authority rests with the Director of Education of the campus and is not subject to the grievance procedure policies described elsewhere in this catalog. After following the policies and procedures above, students who believe further recourse is needed should consult the appeals policies and procedures outlined in the Student Rights and Responsibilities section of this catalog.

If the faculty member involved is the academic department director, the written grade appeal is submitted to the campus Director of Education. If the faculty member involved is the campus Director of Education, the written grade appeal is submitted to the campus president/director.

The result of the review will be summarized in writing by the campus official responsible for the final decision and placed in the student’s academic file. A copy of the report will be given to the student.

Criteria for Honor Designation

To promote academic excellence and to recognize exemplary academic achievement at the undergraduate level, the following system is used for honor designations on a quarter basis and upon graduation.

Quarter Honor Designation

Any student who enrolls for and completes 8 quarter credits or more in a quarter and meets the following criteria may receive the corresponding designation:
Quarter Honor Designation Quarter GPA

President’s List  4.0
Dean’s List  3.70-3.99
Honor’s List  3.50-3.69

Honor Designation at Graduation

Any student who achieves a cumulative grade point average (CGPA) that meets or exceeds the following levels will receive the corresponding honor designation at graduation:

Graduation Honor Designation CGPA

Summa Cum Laude  4.0
Magna Cum Laude  3.70-3.99
Cum Laude  3.50-3.69

Standards for Satisfactory Academic Progress

All programs except Massage Therapy Diploma.

All students must maintain Satisfactory Academic Progress (SAP) toward completion of their chosen program. SAP is determined by measuring the student’s CGPA and the student’s rate of progress toward completion of the academic program at the end of each quarter. In no case can a student exceed the maximum time frame as a degree seeking student and receive the original academic credential for which the student is enrolled.

At the evaluation point at the end of each quarter after grades have been posted, each student’s rate of progress and CGPA will be reviewed to determine if the student is meeting the SAP requirements as outlined in this section.

A student in a diploma, associate degree, or bachelor degree program who is not making SAP will be placed on Financial Aid Warning. At the end of the next quarter, the student will be removed from Financial Aid Warning if they meet or exceed the minimum requirements or if they continue to fall below the minimum requirements are subject to dismissal unless they successfully appeal to maintain enrollment. Students who continue to fall below the minimum requirements are required to submit an appeal in order to maintain enrollment and eligibility for federal financial aid. Unless a student successfully appeals, they will be dismissed if their CGPA or rate of progress falls below the rates specified in the tables below. A student may appeal in writing, as outlined below, within five (5) business days of receiving written notification that the student is not making SAP. Students who have their appeal approved will be on Financial Aid Probation for the quarter and will need an academic plan. Students will then have SAP evaluated at the end of the next quarter and will be removed from Financial Aid Probation if they meet or exceed the minimum standards or will be dismissed if they continue to fall below the published rates unless they have met the terms of their academic plan.

Maximum Time Requirements
Full-time students or students enrolled in a program must progress at least at the rate listed on Attempted credits/clock hours table below for SAP to remain eligible and continue enrollment. The maximum time frame is a period equal to 1.5 times the number of hours required by the students’ programs. Students who exhibit patterns of course withdrawals, course failures, course incompletes, and course repetitions will be unable to complete their objectives within the maximum period allowed. When the maximum time requirement has been exceeded, eligibility for financial aid and continued enrollment will be terminated.

Satisfactory Academic Progress for Massage Therapy: Clock-Hour Diploma Program

All students must maintain Satisfactory Academic Progress (SAP) toward completion of their chosen program. Satisfactory Academic Progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program at the end of each quarter (225 scheduled clock hours). In no case can a student exceed the maximum time frame as a regular student and receive the original academic credential for which the student is enrolled.

At the evaluation point at the end of each quarter (225 scheduled clock hours) after grades have been posted, each student’s rate of progress and CGPA will be reviewed to determine if the student is meeting the SAP requirements as outlined in this section.

A student in the Massage Therapy Diploma program who is not making SAP will be placed on Financial Aid Warning. At the end of the next quarter (225 scheduled clock hours), the student will be removed from Financial Aid Warning if they meet or exceed the minimum requirements or if they continue to fall below the minimum requirements are subject to dismissal unless they successfully appeal to maintain enrollment. Students who continue to fall below the minimum requirements are required to submit an appeal in order to maintain enrollment and eligibility for federal financial aid. Unless a student successfully appeals, they will be dismissed if their CGPA or rate of progress falls below the rates specified in the table below. A student may appeal in writing, as outlined below, within 5 (five) business days of receiving written notification they are not making SAP. Students who have their appeal approved will be on Financial Aid Probation for the quarter (225 scheduled clock hours) and will need an academic plan. Students will then have SAP evaluated at the end of the very next quarter (scheduled 225 clock hours) and will be removed from Financial Aid Probation if they meet or exceed the minimum standards or will be dismissed if they continue to fall below the published rates unless they have met the terms of their academic plan.

Satisfactory Academic Progress Guidelines

<table>
<thead>
<tr>
<th>Bachelor of Science Degree Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Warning</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>CGPA Less Than</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-48</td>
<td>1.25</td>
<td>50%</td>
</tr>
</tbody>
</table>
### Associate of Science Degree Programs

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>CGPA Less Than</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>49-90</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>91-135</td>
<td>1.75</td>
<td>65%</td>
</tr>
<tr>
<td>136-180</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>270</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

### Diploma Programs

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>CGPA Less Than</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-24</td>
<td>1.25</td>
<td>50%</td>
</tr>
<tr>
<td>25-48</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>49-72</td>
<td>1.75</td>
<td>65%</td>
</tr>
<tr>
<td>73-96</td>
<td>2.00</td>
<td>65%</td>
</tr>
<tr>
<td>144</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
### Massage Therapy Diploma Program

#### Academic Warning

<table>
<thead>
<tr>
<th>Attempted Clock Hours</th>
<th>CGPA Less Than</th>
<th>Completion Rate Less Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>225</td>
<td>1.25</td>
<td>100%</td>
</tr>
<tr>
<td>450</td>
<td>1.50</td>
<td>100%</td>
</tr>
<tr>
<td>675</td>
<td>2.00</td>
<td>100%</td>
</tr>
<tr>
<td>900</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

#### Maximum Time Frame

<table>
<thead>
<tr>
<th>Program</th>
<th>Attempted Hours (Credit Hours)</th>
<th>Standard (Credit Hours)</th>
<th>Maximum (Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science Degree</td>
<td>180</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>Associate of Science Degree</td>
<td>96</td>
<td>96</td>
<td>144</td>
</tr>
<tr>
<td>Diploma</td>
<td>72</td>
<td>72</td>
<td>108</td>
</tr>
<tr>
<td>Diploma</td>
<td>64</td>
<td>64</td>
<td>96</td>
</tr>
</tbody>
</table>

### Medical Massage Therapy Program
<table>
<thead>
<tr>
<th>Program</th>
<th>Standard (Clock Hours)</th>
<th>Maximum (Clock Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>900</td>
<td>1350</td>
</tr>
</tbody>
</table>

Completion rates and CGPA are calculated on an individual program basis; that is, only the hours attempted and the grades obtained during the specific program for which students are enrolled are included in the computation of completion rates or CGPA. If a student returns to the College to seek an additional credential, the only courses from previous programs that are included in determining completion rates and CGPA are those courses that transfer from the previous program/credential into the current program/credential. If a student changes his/her program, the only courses from previous programs that are included in determining completion rates and CGPA are those courses that transfer from the previous program/credential into the current program/credential. All attempts at those courses are included in determining completion rates. This policy does not in any way alter the provisions of the paragraphs on “Academic Dismissal” and “Reinstatement After Academic Dismissal.”

Completion rate is determined by dividing the cumulative hours successfully completed by the cumulative hours attempted.

A student in a diploma, associate, or bachelor program who is not making SAP will be placed on a Financial Aid Warning. At the end of the next quarter (225 scheduled clock hours), the student will be removed from Financial Aid Warning if he/she meet or exceed the minimum requirements. If he/she continues to fall below the minimum requirements the student is subject to dismissal unless they successfully appeal to maintain enrollment. Students on Financial Aid Warning status are eligible for financial aid. All courses taken during a warning quarter will be calculated in the student’s SAP at the end of that quarter.

**Financial Aid Warning**

Students who fail to meet SAP and who have successfully appealed that determination may be placed on Financial Aid Probation. Financial Aid eligibility will be reinstated for one (1) payment period and the student may receive Title IV funding while in this status. At the end of the payment period, the student must meet the standards of SAP or meet the requirements of the academic plan developed by the College and the student to qualify for further financial aid. All courses taken during a probation quarter will be calculated in the student’s SAP at the end of that quarter.

**Financial Aid Probation**

Students who do not meet the requirements for SAP and who do not appeal or whose appeal is not approved will be academically dismissed. These students are eligible to reapply to continue their program at the College in a subsequent quarter. Students who exceed the maximum completion rate according to the SAP Tables are academically dismissed. These students are ineligible to continue their program at the College.

**Academic Dismissal**
Students who do not meet the requirements for SAP and who do not appeal or whose appeal is not approved will be academically dismissed. These students are eligible to reapply to continue their program at the College in a subsequent quarter.

Students who exceed the maximum completion rate according to the Standards for Satisfactory Academic Progress are academically dismissed. These students are ineligible to continue their program at the College.

**Appeal of Academic Dismissal and Reinstatement After Academic Withdrawal**

Students have the right to appeal an SAP dismissal. Students must submit the appeal in writing. The written appeal should describe the extenuating circumstances that contributed to the dismissal. Examples of extenuating circumstances include but are not limited to the following:

- Death of an immediate family member
- Student illness requiring hospitalization
- Severe illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where that family member is the primary financial support
- Abusive relationship
- Divorce proceeding
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Military deployment of the student or the student’s spouse
- Military permanent change of station (PCS)

Students must provide documentation to support validation of their extenuating circumstances. The written appeal must state the reason(s) for the appeal, and provide any evidence the student may have in support of his or her position. As part of the written appeal, the student must describe what has changed that will allow the student to be academically successful and, ultimately, meet the standards for Satisfactory Academic Progress. The Director of Education will determine if a basis for an appeal has been sufficiently supported. If sufficient support for the appeal has been provided the Appeals Committee will gather and reviews relevant information in order to make its decision.

**Appeals Committee Procedures**

Students have up to 5 calendar days from the date of dismissal to file a written appeal with campus Director of Education, or in the absence of a campus Director of Education, the Campus Director/President. Students should provide documentation to support the allegations in the appeal. The written appeal will be reviewed by the Campus Director/President and/or the Campus Director of Education to determine if the circumstances of the appeal meet one or more of the extenuating circumstances described above. If the student’s appeal meets one or more of the extenuating circumstances may be re-admitted if it is determined that Satisfactory Academic Progress standards can be met within two academic quarters.

**Failed Course Policy**
Students may repeat courses in order to improve their grades. Both grades will appear on the student’s official transcript, and both attempts will be computed in determining the student’s completion rate. The last grade in a repeated course is the grade used in the calculation of students’ CGPA. Tuition will be charged for the repeated course at the tuition rate in force at the beginning of any quarter. For students receiving VA educational benefits, special rules govern the repetition of courses. Consult the VA Coordinator for specifics.

**Graduation Requirements**

Each student is responsible for meeting the requirements of the curriculum as outlined in the catalog at the time of the first registration in that program. However, if in a subsequent catalog the curriculum requirements for that program have been changed, the active student may have a choice between the two catalog requirements. The minimum requirements as to the number of courses taken and also as to the number of quarter credit hours earned must be met whichever catalog is used. See the Director of Education for more information.

Candidates for graduation must:
- Successfully complete all credit hours required and all specific program requirements including maintaining SAP for the diploma, associate degree, or bachelor degree.
- Earn a cumulative grade point average of at least 2.00, a “C” average.
- Take a minimum of fifty percent (50%) of the total required credits for any program at the College.

Students who are active-duty service members, active-duty Reservist, or active-duty National Guardsmen are required to complete twenty-five percent (25%) of the degree requirements in residence for all degrees. Academic residency can be completed at any time while active-duty service members are enrolled.

**Physical Facilities and Equipment**

**Daymar College – Bellevue** is located at 119 Fairfield Avenue, Bellevue, KY 41073. The administrative offices are representative of today’s modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, and a student lounge. The College’s computer labs are equipped with computer hardware and software necessary for “hands on” instruction.

**Daymar College – Madisonville** is located at 1105 National Mine Drive, Madisonville, KY 42431. The administrative offices are representative of today’s modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, and a student lounge. The College’s computer labs are equipped with computer hardware and software necessary for “hands on” instruction.

**Daymar College – Owensboro** is located at 3361 Buckland Square, Owensboro, KY, 42301. The administrative offices are representative of today’s modern business operations. The school provides modern, well-lighted lecture rooms, computer labs, and a student lounge. The College’s computer labs are equipped with computer hardware and software necessary for “hands on” instruction.

**Instructional and Information Technology**

The College provides adequate instructional materials and equipment to support all programs of study. Traditional audio-visual equipment, visuals, and the Internet are available to enhance and support classroom instruction. In addition to the traditional instructional aids, the College has up-to-date computers as well as up-to-date computer business software for each program of study, as applicable.
Section Eight: Student Life

Enrollment Verification

Students may obtain a letter from the Academic Affairs Department verifying their enrollment as documentation for student discounts, insurance, loan deferments, or other purposes. The request must be made in writing and must indicate the student's name, address, phone number, and student identification number, as well as the information to be released, the reason for the release, and the location to which the letter should be sent.

Student Support Services

Using a customer-friendly approach Student Services assists students by providing exceptional support to positively impact their ability to attend the College and complete required programs. Student Services assists students with removing educational barriers. Student Services also provides leadership opportunities to students on campus to learn beyond the classroom. Please see Student Services for a list of campus events, activities, and leadership opportunities. Be involved in your education, you get back what you invest.

Student Activities

Every effort is made by the College to expose students to social and cultural events. Programs and activities are typically planned as a beneficial contribution to personal growth and development. Student involvement in activities contributes to a friendly atmosphere and can provide the opportunity for development of self-confidence and leadership.

Students Matter Hotline

At the College, students matter! The College views our school as an extended family to students and their loved ones. We encourage students to voice their comments, experiences, stories, and concerns. If you would like to share, you may contact campus associates or the Daymar Students Matter Hotline toll free at 1-855-4DAYMAR or 1-855-432-9627, or write us at studentsmatter@daymarcollege.edu.

Retention

Standards for acceptable academic progress at the College are established to assist students in assessing the quality of their performance. A student status committee meets on a regular basis to review at-risk student indicators and typically contacts students regarding their performance. Instructors generally call students when they are absent and Student Services will follow up with the desired assistance for the student as applicable.

Tutoring Services

Tutoring is available upon request and is provided via individualized in-person sessions with campus support staff or through Daymar College’s online tutoring and academic support services.

Career Services

It is the goal of the College to see that all graduates secure meaningful employment in their field of study or be able to use the skills acquired through their academic program in a related field. Through the Professional Seminar and Internship or Capstone Project (INT142), a course required as part of most programs, mock interviews will typically be held at the end of the quarter prior to graduation. Individual assistance is given to students and they
are instructed in resume preparation, job search, interview skills, and dressing for success. Resumes are sent in response to employers in search of prospective graduates as applicable.

In addition to helping find positions after graduation, the Director of Career Services assists current students in finding part-time employment. Opportunities from employer call-ins and classified ads are listed in the “Hot Tips” sheets typically available in the student lounge. Students interested in part-time employment should see the Director of Career Services for information on available opportunities.

The Director of Career Services also assists with data collection for use in updating curricula. Typically, thirty (30) days after employment a contact is made with both the employer and the graduate. The data collected at the time of the contact often helps the progress and performance of the graduate and can provide feedback necessary for future curricula and program revisions.

Daymar does not guarantee employment or salary. Information about Daymar’s placement rates may be found at Daymar’s website under Placement Information (http://www.daymarcollege.edu/placement-information)

**Books**

Please note that students are not required to purchase his/her books from the College. Initial sets of books per term are included with tuition. Books will be provided as an ebook unless that book is unavailable in ebook format. In those cases, a hard copy of the book will be provided.

For convenience, students may purchase additional books from the College’s bookstore. Detailed information, relating to textbooks, workbooks, and course materials are available online via the College’s Student Portal. All questions and inquiries on textbooks should be directed to the Director of Education or the Instructor.

**Library Resources**

The Learning Resource Center at the College is located conveniently to all classrooms and is open for day and evening classes. The Learning Resource Center collections include materials in allied health, liberal arts, business areas, and technical areas. The Learning Resource Center materials are selected to support the College’s programs of study. Students have access to all materials and are encouraged to use the Learning Resource Center. All Learning Resource Centers are under the direction of qualified staff.
Section Nine: General Education Curriculum

Purpose

The General Education program at Daymar College is designed to provide our students with a foundational and ongoing framework of learning and study within which their core or vocational/professional program is supported. The General Education program provides a scope of learning and knowledge building that provides ongoing skill development in the following academic areas:

- Communication
- Mathematics
- Arts and Humanities
- Natural Sciences
- Social and Behavioral Sciences

Within each subject area, students are challenged in the “soft skill” development of collaboration, critical thinking, problem solving, information literacy, and various forms of communication. These global outcomes are outlined below in a list of ten “General Program Outcomes” that are focused on throughout and across the General Education curriculum. Throughout the General Education curriculum at Daymar College, students are challenged to increase their understanding of the scientific, physical and socio-political world around them. Daymar students will be encouraged to understand the importance of self and the individual mind in valuing and empowering full participation in life through professional work, ongoing development, and engagement with the community. The General Education Program at Daymar College is designed to prepare students holistically for their place in the world and in their chosen career.

While each course within the program has its own description, learning outcomes, and assessment rubrics, the program as a whole also has global outcomes that provide a framework for every course and within which the success of the student is assessed overall. The course outcomes are tied to the program outcomes, so that instructors and students are focused on developing global as well as specific learning outcomes in each course. The overall goal, then, is not only to provide a general education for our students but to ensure the kinds of skills are developed that will help our students to be successful and to become ongoing learners and critical thinkers.

Course Requirements and Curriculum Description

Students in Associate level programs must complete a minimum of 24 General Education quarter credits. Bachelor level students must complete a minimum of 56 General Education quarter credits. The program specific general education requirements are provided in the program specific sections of this catalog.

General Education credits must be completed in each of the following areas:

- Humanities
- Mathematics
- Natural Sciences
- Social Sciences
Section Ten: Business Programs

Diploma Programs

BUSINESS ADMINISTRATION DIPLOMA

Offering Campus

Daymar College, Madisonville

Program Overview

The Business Administration program is designed to prepare graduates for entry-level employment in administrative office positions. The graduate will be provided the opportunity to obtain knowledge related to practical business theory and practical software applications to assimilate the diverse skills required to manage business practices in an ever-changing market-driven economy. The program provides the graduate with specialized courses in organizational human resources and administrative office management.

The Business Administration Diploma program provides courses dealing with organizational human resources issues along with financial and management skills. This program is designed for full-time students to complete the program in 15 months. All credits earned in this program are applicable to the Business Administration Associate of Science Degree and Bachelor of Science Degree Programs. In the Business Administration Associate of Science Degree program graduates are provided the opportunity to gain more specialized knowledge as well as general education courses to help manage interpersonal and social situations by helping prepare them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months. All credits earned in this program are applicable to the Business Administration Bachelor of Science Degree Program.

Program Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140</td>
<td>Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

Core Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103</td>
<td>Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC113</td>
<td>Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC214</td>
<td>Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC215</td>
<td>Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BMG124</td>
<td>Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS101</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS111</td>
<td>Business Communication</td>
<td>4</td>
</tr>
</tbody>
</table>
BUS113  Finance for Non-Financial Managers  4
BUS210  Managing Information  4
BUS212  Supervision  4
BUS113  Finance for Non-Financial Managers  4
BUS210  Managing Information  4
BUS212  Supervision  4
HRM101  Personal Interviewing  4

**Computer Literacy Requirements**

CIS106  Computer Applications  4
CIS107  Computer Applications II  4

**General Education Requirements**

ENG101  General English  4
ETH103  Ethical Decision Making  4
MTH103  College Math  4

**Internship or Capstone Requirement**

INT142  Professional Seminar and Internship or Capstone  4

**Total Quarter Credit Hours Required**  72

---

**BUSINESS MANAGEMENT DIPLOMA**

**Offering Campus**

Daymar College, Owensboro

**Program Overview**

The Business Management Diploma Program is designed to prepare the graduate for entry-level employment in administrative office positions. The graduate will be provided the opportunity to obtain practical business theory and practical software applications to assimilate the diverse skills required to help manage business practices in an ever-changing, market-driven economy. Students will have been exposed to concepts designed to help work with higher-level associates regarding marketing, inventory control, and finance matters. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 12 months. All credits earned in this program are applicable to the Business Management Associate of Applied Science and Bachelor of Applied Science Degree Programs.
# Program Course Requirements

## College Readiness Requirement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140</td>
<td>Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

## Core Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103</td>
<td>Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BMG124</td>
<td>Management</td>
<td>4</td>
</tr>
<tr>
<td>BMG126</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BMG128</td>
<td>Retail Management</td>
<td>4</td>
</tr>
<tr>
<td>BMG270</td>
<td>Leadership</td>
<td>4</td>
</tr>
<tr>
<td>BMG290</td>
<td>Finance</td>
<td>4</td>
</tr>
<tr>
<td>BUS101</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS111</td>
<td>Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS122</td>
<td>Business Math</td>
<td>4</td>
</tr>
<tr>
<td>BUS201</td>
<td>Marketing</td>
<td>4</td>
</tr>
<tr>
<td>BUS211</td>
<td>Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS212</td>
<td>Supervision</td>
<td>4</td>
</tr>
</tbody>
</table>

## Computer Literacy Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS106</td>
<td>Computer Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

## General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>General English</td>
<td>4</td>
</tr>
</tbody>
</table>

## Internship or Capstone Requirement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT142</td>
<td>Professional Seminar and Internship or Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required** 64

---

**Associate of Science Degree Programs**

**ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION**
Offering Campus
Daymar College, Madisonville

Program Overview

The Business Administration program is designed to prepare graduates for entry-level employment in administrative office positions. The graduate will be provided the opportunity to obtain knowledge related to practical business theory and practical software applications to assimilate the diverse skills required to manage business practices in an ever-changing market-driven economy. The program provides the graduate with specialized courses in organizational human resources and administrative office management.

The Business Administration Diploma program provides courses dealing with organizational human resources issues along with financial and management skills. This program is designed for full-time students to complete the program in 15 months. All credits earned in this program are applicable to the Business Administration Associate of Science Degree and Bachelor of Science Degree Programs. In the Business Administration Associate of Science Degree program graduates are provided the opportunity to gain more specialized knowledge as well as general education courses to help manage interpersonal and social situations by helping prepare them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 18 months. All credits earned in this program are applicable to the Business Administration Bachelor of Science Degree Program.

Program Course Requirements

<table>
<thead>
<tr>
<th>College Readiness Requirement</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103 Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC113 Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC214 Payroll Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC215 Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BMG124 Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS101 Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS111 Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS113 Finance for Non-Financial Managers</td>
<td>4</td>
</tr>
<tr>
<td>BUS201 Marketing</td>
<td>4</td>
</tr>
<tr>
<td>BUS210 Managing Information</td>
<td>4</td>
</tr>
</tbody>
</table>
### Computer Literacy Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS106</td>
<td>Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS107</td>
<td>Computer Applications II</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM208</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRT210</td>
<td>Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>General English</td>
<td>4</td>
</tr>
<tr>
<td>ETH103</td>
<td>Ethical Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>MTH103</td>
<td>College Math</td>
<td>4</td>
</tr>
<tr>
<td>POL109</td>
<td>Political Science</td>
<td>4</td>
</tr>
<tr>
<td>PSY202</td>
<td>Principles of Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

### Internship or Capstone Requirement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT142</td>
<td>Professional Seminar and Internship or Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required** 72
an ever-changing market-driven economy. The program provides the graduate with specialized courses in organizational human resources and administrative office management. The Business Management Program provides the students an education that is competency based and assessed according to the entry-level field requirements of the business management field. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 18 months. All credits earned are applicable to the Business Management Bachelor of Applied Science Degree Program.

Program Course Requirements

<table>
<thead>
<tr>
<th>College Readiness Requirement</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

Core Program Requirements

<table>
<thead>
<tr>
<th>Core Program Requirement</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103 Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BMG124 Management</td>
<td>4</td>
</tr>
<tr>
<td>BMG126 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BMG128 Retail Management</td>
<td>4</td>
</tr>
<tr>
<td>BMG250 Economics</td>
<td>4</td>
</tr>
<tr>
<td>BMG270 Leadership</td>
<td>4</td>
</tr>
<tr>
<td>BMG290 Finance</td>
<td>4</td>
</tr>
<tr>
<td>BUS101 Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS111 Business Communication</td>
<td>4</td>
</tr>
<tr>
<td>BUS112 Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>BUS122 Business Math</td>
<td>4</td>
</tr>
<tr>
<td>BUS201 Marketing</td>
<td>4</td>
</tr>
<tr>
<td>BUS211 Small Business Management</td>
<td>4</td>
</tr>
<tr>
<td>BUS212 Supervision</td>
<td>4</td>
</tr>
</tbody>
</table>

Computer Literacy Requirements

<table>
<thead>
<tr>
<th>Computer Literacy Requirement</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS106 Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS107 Computer Applications II</td>
<td>4</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>COM208</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>CRT210</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>ENG101</td>
<td>General English</td>
</tr>
<tr>
<td>ENG211</td>
<td>Composition I</td>
</tr>
<tr>
<td>MTH103</td>
<td>College Math</td>
</tr>
<tr>
<td>PSY202</td>
<td>Principles of Psychology</td>
</tr>
</tbody>
</table>

**Internship or Capstone Requirement**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT142</td>
<td>Professional Seminar and Internship or Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required** 96
Section Eleven: Criminal Justice & Legal Programs

Diploma Programs

DIPLOMA IN CRIMINAL JUSTICE

Offering Campus

Daymar College, Owensboro

Program Overview

The Criminal Justice Program is designed to prepare students for entry-level positions in the criminal justice field. These entry-level fields include, but are not limited to: police patrol, law enforcement operations, private investigation, corrections officer, victim’s advocacy and assistance programs, juvenile corrections, private and industrial security, court administration, loss prevention and entry-level investigative compliance. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 12 months.

Program Course Requirements

<table>
<thead>
<tr>
<th>College Readiness Requirement</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

Core Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ100</td>
<td>Corrections</td>
<td>4</td>
</tr>
<tr>
<td>CRJ110</td>
<td>Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>CRJ115</td>
<td>Rules of Evidence</td>
<td>4</td>
</tr>
<tr>
<td>CRJ120</td>
<td>Private and Industrial Security</td>
<td>4</td>
</tr>
<tr>
<td>CRJ135</td>
<td>Ethics and Professionalism for Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>CRJ175</td>
<td>Law Enforcement Operations</td>
<td>4</td>
</tr>
<tr>
<td>CRJ200</td>
<td>Criminal Investigations</td>
<td>4</td>
</tr>
<tr>
<td>CRJ245</td>
<td>Juvenile Delinquency</td>
<td>4</td>
</tr>
<tr>
<td>CRJ250</td>
<td>Police Report Writing</td>
<td>4</td>
</tr>
<tr>
<td>CRJ275</td>
<td>Victimology</td>
<td>4</td>
</tr>
<tr>
<td>LAW210</td>
<td>Criminal Law</td>
<td>4</td>
</tr>
</tbody>
</table>

Computer Literacy Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS106</td>
<td>Computer Applications</td>
<td>4</td>
</tr>
</tbody>
</table>
General Education Requirements

CRT210  Critical Thinking  4
ENG101  General English  4

Internship or Capstone Requirement

INT142  Professional Seminar and Internship or Capstone  4

Total Quarter Credit Hours Required  64

Associate of Science

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

Offering Campus

Daymar College, Owensboro; Daymar College, Madisonville

Program Overview

The Criminal Justice Associate of Applied Science Degree Program is designed to prepare students for entry-level positions within the criminal justice system. These entry-level fields include, but are not limited to: police patrol, law enforcement operations, private investigation, corrections officer, victim’s advocacy and assistance programs, juvenile corrections, private and industrial security, court administration, loss prevention and entry-level investigative compliance. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 18 months.

Program Course Requirements

<table>
<thead>
<tr>
<th>College Readiness Requirement</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMG270 Leadership</td>
<td>4</td>
</tr>
<tr>
<td>BUS112 Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>CRJ100 Corrections</td>
<td>4</td>
</tr>
<tr>
<td>CRJ110 Criminal Justice</td>
<td>4</td>
</tr>
<tr>
<td>CRJ115 Rules of Evidence</td>
<td>4</td>
</tr>
<tr>
<td>CRJ120 Private and Industrial Security</td>
<td>4</td>
</tr>
<tr>
<td>CRJ135 Ethics and Professionalism for Criminal Justice</td>
<td>4</td>
</tr>
</tbody>
</table>
CRJ175  Law Enforcement Operations  4
CRJ200  Criminal Investigations  4
CRJ245  Juvenile Delinquency  4
CRJ250  Police Report Writing  4
CRJ275  Victimology  4
CRJ280  Chemical Dependency and Abuse  4
LAW210  Criminal Law  4
LAW256  Legal Research  4

**Computer Literacy Requirements**

CIS106  Computer Applications  4

**General Education Requirements**

COM208  Public Speaking  4
CRT210  Critical Thinking  4
ENG101  General English  4
ENG211  Composition I  4
MTH103  College Math  4
PSY202  Principles of Psychology  4

**Internship or Capstone Requirement**

INT142  Professional Seminar and Internship or Capstone  4

**Total Quarter Credit Hours Required**  96
Section Twelve: Health Sciences Programs

Diploma Programs

DIPLOMA IN BILLING & CODING SPECIALIST

Offering Campus

Daymar College, Owensboro

Program Overview

The Billing & Coding Specialist Diploma Program provides students with learning experiences to help develop skills and attitudes to excel in the billing and coding field. The student will be exposed to opportunities to develop skills in coding and billing for entry-level positions in physician services, and inpatient and outpatient services. Diverse medical settings have different requirements and these are addressed. In addition, this program promotes ethics and integrity in coding, billing, and handling of medical and billing information by covering fraud and abuse as it relates to billing and coding. Release, disclosure, and HIPAA requirements are also covered. Chart analysis for the required use of modifiers and for verification of correct codes are covered so that our graduates can audit for correct levels of coding. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 12 months. All credits earned in this program are applicable to the Billing and Coding Specialist Associate of Applied Science Degree Program. This diploma program is not designed for transfer into a baccalaureate degree.

Program Course Requirements

<table>
<thead>
<tr>
<th>College Readiness Requirement</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCS100 Reimbursement and Coding</td>
<td>4</td>
</tr>
<tr>
<td>BCS161 ICD</td>
<td>4</td>
</tr>
<tr>
<td>BCS162 Procedural Coding</td>
<td>4</td>
</tr>
<tr>
<td>BCS163 Modifiers and Intermediate Coding</td>
<td>4</td>
</tr>
<tr>
<td>BCS233 Medical Office Management</td>
<td>4</td>
</tr>
<tr>
<td>BCS260 ICD II</td>
<td>4</td>
</tr>
<tr>
<td>BCS261 Reimbursement Methodology</td>
<td>4</td>
</tr>
<tr>
<td>BCS262 Claims Production</td>
<td>4</td>
</tr>
<tr>
<td>BCS265 Comprehensive Coding</td>
<td>4</td>
</tr>
<tr>
<td>MED103 Medical Terminology</td>
<td>4</td>
</tr>
</tbody>
</table>
DIPLOMA IN MEDICAL ASSISTING, CLINICAL

Offering Campus

Daymar College, Bellevue; Daymar College, Madisonville; Daymar College, Owensboro

Program Overview

The Diploma program provides students with learning experiences to help develop those skills and attitudes necessary to excel in medical assisting. The program covers areas such as medical terminology; anatomy and physiology; medical office and exam room administration and procedures; pharmacology; phlebotomy; cardiographic monitoring and procedures; medical law and ethics; electronic health records; medical office management; and two internship courses. The Medical Assisting Diploma program is designed to prepare graduates to apply to take the Registered Medical Assistant (RMA) Exam, available through American Medical Technologists (AMT), an independent certification organization. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 12 months. All credits earned in this program are applicable to the Medical Assisting Associate of Applied Science Degree. This diploma program is not designed for transfer into a baccalaureate degree.

Completion of Basic Cardiopulmonary Resuscitation (CPR) is required of all Diploma and Associate of Applied Science Degree Medical Assisting students. The Medical Assisting Diploma and Associate of Applied Science Degree programs are designed to prepare students to apply to take three (3) national certification exams: National Certified Medical Office Assistant (NCMOA), National Certified Insurance and Coding Specialist (NCICS), and the National Certified Medical Assistant (NCMA). These exams are available through the National Center for Competency Testing (NCCT), an independent certification organization.
## Program Course Requirements

### College Readiness Requirement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140</td>
<td>Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

### Core Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED103</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED153</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MED154</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MED188</td>
<td>Medical Office Procedures/Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>MED227</td>
<td>Electronic Medical Records and Reimbursement</td>
<td>4</td>
</tr>
<tr>
<td>MED250</td>
<td>Exam Room Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED255</td>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MED266</td>
<td>Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>MED288</td>
<td>Medical Office Administration</td>
<td>4</td>
</tr>
<tr>
<td>MED292</td>
<td>Laboratory Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED294</td>
<td>Cardiac Monitoring and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED295</td>
<td>Medical Law and Ethics/Exam Review Prep</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>General English</td>
<td>4</td>
</tr>
</tbody>
</table>

### Internship or Capstone Requirement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT122</td>
<td>Professional Seminar and Internship or Capstone</td>
<td>4</td>
</tr>
<tr>
<td>INT142</td>
<td>Professional Seminar and Internship or Capstone II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required**: 64

### Associate of Science Programs

**ASSOCIATE OF SCIENCE IN BILLING & CODING SPECIALIST**

**Offering Campus**

Daymar College, Owensboro
**Program Overview**

The Billing & Coding Specialist Associate of Applied Science Degree Program is designed to prepare the student to become proficient in ICD Coding, HCPCS Coding, and claims preparation. The student will be provided the opportunity to develop skills in billing and coding for entry-level positions in physician services, and inpatient and outpatient services. Diverse medical settings have various requirements and these are addressed. In addition, this program promotes ethics and integrity in billing, coding and handling of medical and billing information by covering fraud and abuse as it relates to billing and coding. Release, disclosure, and HIPAA requirements are also covered. Chart analysis for the required use of modifiers and for verification of correct codes is covered so that our graduates can audit for correct levels of coding. This degree program also provides graduates general education courses to help manage interpersonal and social situations by preparing them to advance in their professional and personal life. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 18 months. This associate degree program is not designed for transfer into a baccalaureate program.

**Program Course Requirements**

<table>
<thead>
<tr>
<th>College Readiness Requirement</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC103 Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BCS100 Reimbursement and Coding</td>
<td>4</td>
</tr>
<tr>
<td>BCS161 ICD</td>
<td>4</td>
</tr>
<tr>
<td>BCS162 Procedural Coding</td>
<td>4</td>
</tr>
<tr>
<td>BCS163 Modifiers and Intermediate Coding</td>
<td>4</td>
</tr>
<tr>
<td>BCS233 Medical Office Management</td>
<td>4</td>
</tr>
<tr>
<td>BCS260 ICD II</td>
<td>4</td>
</tr>
<tr>
<td>BCS261 Reimbursement Methodology</td>
<td>4</td>
</tr>
<tr>
<td>BCS262 Claims Production</td>
<td>4</td>
</tr>
<tr>
<td>BCS265 Comprehensive Coding</td>
<td>4</td>
</tr>
<tr>
<td>MED103 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED153 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MED154 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MED255 Pathophysiology</td>
<td>4</td>
</tr>
</tbody>
</table>
Computer Literacy Requirements

CIS106  Computer Applications  4

General Education Requirements

COM208  Public Speaking  4
ENG101  General English  4
ENG211  Composition I  4
MTH103  College Math  4
POL109  Political Science  4
PSY202  Principles of Psychology  4

Internship or Capstone Requirement

INT142  Professional Seminar and Internship or Capstone  4

Total Quarter Credit Hours Required  96

ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING, CLINICAL

Offering Campus

Daymar College, Bellevue; Daymar College, Madisonville; Daymar College, Owensboro

Program Overview

The Associate of Applied Science Degree program provides students with learning experiences to help develop those skills and attitudes necessary to excel in medical assisting. The program covers areas such as medical terminology; anatomy and physiology; medical office and exam room administration and procedures; pharmacology; phlebotomy; cardiographic monitoring and procedures; medical law and ethics; electronic health records; medical office management; and two internship courses. This degree program also provides graduates the opportunity to enhance their general education and computer knowledge, which are necessary to manage interpersonal and social situations and prepare them to advance in their professional and personal life. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 18 months. This associate degree program is not designed for transfer into a baccalaureate program.

Completion of Basic Cardiopulmonary Resuscitation (CPR) is required of all Diploma and Associate of Applied Science Degree Medical Assisting students. The Medical Assisting Diploma and Associate of Applied Science Degree programs are designed to prepare students to apply to take three (3) national certification exams: National Certified Medical Office Assistant (NCMOA), National Certified Insurance and Coding Specialist (NCICS), and the National Certified Medical Assistant (NCMA). These exams are available through the National Center for Competency Testing (NCCT), an independent certification organization.
## Program Course Requirements

### College Readiness Requirement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140</td>
<td>Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

### Core Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS112</td>
<td>Personal Finance</td>
<td>4</td>
</tr>
<tr>
<td>MED103</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED153</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MED154</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MED188</td>
<td>Medical Office Procedures/Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>MED227</td>
<td>Electronic Medical Records and Reimbursement</td>
<td>4</td>
</tr>
<tr>
<td>MED250</td>
<td>Exam Room Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED255</td>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MED266</td>
<td>Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>MED288</td>
<td>Medical Office Administration</td>
<td>4</td>
</tr>
<tr>
<td>MED292</td>
<td>Laboratory Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED294</td>
<td>Cardiac Monitoring and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED295</td>
<td>Medical Law and Ethics/Exam Review Prep</td>
<td>4</td>
</tr>
</tbody>
</table>

### Computer Literacy Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS106</td>
<td>Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>CIS107</td>
<td>Computer Applications II</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM208</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRT210</td>
<td>Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>General English</td>
<td>4</td>
</tr>
<tr>
<td>ENG211</td>
<td>Composition I</td>
<td>4</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN NURSING

Offering Campus

Daymar College, Owensboro

Program Overview

The Associate of Science Degree in Nursing education combines general education foundations and core theory which recognizes competencies both particular to and overlapping with differentiated levels of “nursing” practice. These competencies vary by level of practice, types of patients served, practice settings, and the complexity of skill sets. The educational components of the College’s nursing program of study will address the attainment of specific competencies within an identified level of nursing and an organizational framework for thinking. This curriculum provides the foundation for beginning professional nursing practice. Both basic general and nursing education courses expose the student to requisites for providing safe, effective, patient-centered, timely, efficient care for confident and competent professional nursing practice within a culturally sensitive environment. The successful graduate will be prepared for beginning nursing practice in both acute care and community settings. They will interact and establish relationships, honoring human diversity, with individuals, families, and groups across the lifespan and utilizes the nursing process to create, implement, and evaluate a mutually holistic plan for maximum self-care. Within predetermined standards of care, the graduate functions independently, and maintains interdependence, as a member of the expanding interdisciplinary team, to influence the attainment, maintenance, and/or restoration of wellness in a multicultural society.

By adhering to the American Nurses Association Code of Ethics, the successful graduate will demonstrate competence, continuing self-improvement, and personal self-care (wellness). Upon completion of the Nursing program, the successful student may apply to take the state examination to become a Registered Nurse. Licensure is a requirement to practice in the field of nursing. The successful graduate will be prepared for employment in hospitals, physician’s offices, nursing and residential facilities, home health care centers, and related occupations. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. This program is designed for full-time students to complete the program in 24 months.

Program Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH103</td>
<td>College Math</td>
<td>4</td>
</tr>
<tr>
<td>PSY202</td>
<td>Principles of Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Internship or Capstone Requirement**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT122</td>
<td>Professional Seminar and Internship or Capstone</td>
<td>4</td>
</tr>
<tr>
<td>INT142</td>
<td>Professional Seminar and Internship or Capstone II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required** 96
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140</td>
<td>Strategies for Success</td>
<td>4</td>
</tr>
<tr>
<td>ADN100</td>
<td>Nursing Concepts</td>
<td>4</td>
</tr>
<tr>
<td>ADN108</td>
<td>Pathophysiology for Nursing</td>
<td>4</td>
</tr>
<tr>
<td>ADN120</td>
<td>Fundamentals of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>ADN145</td>
<td>Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>ADN146</td>
<td>Pharmacy Terminology and Calculations</td>
<td>4</td>
</tr>
<tr>
<td>ADN150</td>
<td>Clinical Nursing Skills/Simulations</td>
<td>4</td>
</tr>
<tr>
<td>ADN160</td>
<td>Geriatric</td>
<td>4</td>
</tr>
<tr>
<td>ADN180</td>
<td>Adult Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>ADN205</td>
<td>Maternity Nursing</td>
<td>4</td>
</tr>
<tr>
<td>ADN230</td>
<td>Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>ADN240</td>
<td>Pediatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>ADN255</td>
<td>Advanced Clinical Nursing Skills and Simulations</td>
<td>4</td>
</tr>
<tr>
<td>ADN260</td>
<td>Adult Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>ADN275</td>
<td>Adult Nursing III</td>
<td>4</td>
</tr>
<tr>
<td>BIO140</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO141</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO145</td>
<td>Microbiology for Nursing</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>General English</td>
<td>4</td>
</tr>
<tr>
<td>MTH103</td>
<td>College Math</td>
<td>4</td>
</tr>
<tr>
<td>PSY202</td>
<td>Principles of Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSY205</td>
<td>Growth and Development</td>
<td>4</td>
</tr>
</tbody>
</table>

**Core Program Requirements**

**General Education Requirements**

**Internship or Capstone Requirement**
ASSOCIATE OF SCIENCE IN PHARMACY TECHNOLOGY

Offering Campus

Daymar College, Bowling Green; Daymar College, Russellville

Program Overview

The Pharmacy Technology program is designed to prepare students to become pharmacy technicians. A pharmacy technician is one who generally assists and supports licensed pharmacists in a wide variety of activities including, but not limited to, ordering, stocking, and packaging prescription and over-the-counter medications, inventory control, maintaining records, preparing medication labels, and preparing insurance claims.

In the Pharmacy Technology Associate of Applied Science Degree program, students are provided the opportunity to gain a more specialized knowledge in sterile product technology and problem solving. The student will be provided the opportunity to prepare to work as a pharmacy technician in a retail pharmacy, hospital pharmacy, clinical pharmacy, nursing home, doctor’s office, or home health care agency. This program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 18 months. This associate degree program is not designed for transfer into a baccalaureate program.

Program Course Requirements

<table>
<thead>
<tr>
<th>College Readiness Requirement</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFS140 Strategies for Success</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Program Requirements</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED103 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>MED153 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MED154 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MED165 Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>MED255 Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>PHA100 Introduction to Pharmacy Technician Practices/Ethics</td>
<td>4</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>PHA110</td>
<td>Pharmacy Terminology and Calculations</td>
</tr>
<tr>
<td>PHA155</td>
<td>Prescription and OTC Medications</td>
</tr>
<tr>
<td>PHA200</td>
<td>Pharmacology I for Pharmacy Technicians</td>
</tr>
<tr>
<td>PHA225</td>
<td>Microbiology</td>
</tr>
<tr>
<td>PHA250</td>
<td>Pharmacy Operations and Claims</td>
</tr>
<tr>
<td>PHA275</td>
<td>Compounding Aseptic Technique and Non-Sterile Compounding</td>
</tr>
<tr>
<td>PHA280</td>
<td>Sterile Product Technology</td>
</tr>
<tr>
<td>PHA290</td>
<td>Problem Solving</td>
</tr>
</tbody>
</table>

**General Education Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM208</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>CRT210</td>
<td>Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>General English</td>
<td>4</td>
</tr>
<tr>
<td>ENG211</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>MTH103</td>
<td>College Math</td>
<td>4</td>
</tr>
<tr>
<td>PSY202</td>
<td>Principles of Psychology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Internship or Capstone Requirement**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT142</td>
<td>Professional Seminar and Internship or Capstone</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Quarter Credit Hours Required**

96
Section Fourteen: Course Listing

The course numbering system uses six characters, three letters identifying the area of study followed by three numbers to identify the particular course. In general, course numbers in the 100 and 200 range indicate basic courses, and course numbers in the 300 and 400 range indicate advanced courses. Prerequisites will usually have lower course numbers than the course for which a prerequisite is required.

ACC103 Accounting

This course introduces students to the accounting cycle including journalizing, posting, adjusting, and closing of the books. It also introduces students to preparing a trial balance, income statement, balance sheet, and a work sheet for a business. Prerequisite: None. (4 Quarter Credit Hours)

ACC113 Accounting II

In Accounting II, students continue covering accounts receivable, accounts payable, bad debts, depreciation, and merchandising inventories. Students prepare special journals for cash, assets and depreciation, inventories, and long-term liabilities. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC210 Federal Income Tax Accounting

This course is a comprehensive explanation of the federal tax structure with training in the application of tax principles to specific programs related to the preparation of individual, partnership, and corporation tax returns. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC211 Intermediate Accounting

This is a review of fundamental processes and precedes a detailed study of accounting for the asset items on a balance sheet. Emphasis is placed on investments, receivables, and their presentation of the balance sheet, inventory cost and valuation, and plant and tangible assets acquisition, utilization, and retirement. Prerequisite: Accounting II, ACC113. (4 Quarter Credit Hours)

ACC212 Advanced Accounting

This course includes an in-depth study of liabilities and owner’s equity items. Competencies include keeping financial records for accounts receivable, uncollected accounts, plant assets, notes receivable, notes payable, and vouchers. This course develops skills and analyzing, interpreting, summarizing and reporting information, preparing formal statements and supporting schedules, and using inventory control systems. Prerequisite: Intermediate Accounting, ACC211. (4 Quarter Credit Hours)

ACC213 Cost Accounting

This course is a study of the elements of cost, labor, material, and overhead. Inventory and production control procedures and apportionment of overhead are given special attention. Job costs, process costs, and standard costs are studied in detail. Prerequisite: Accounting II, ACC113. (4 Quarter Credit Hours)
ACC214 Payroll Accounting
This course presents the fundamentals of accounting as applied to compensation programs including the calculation of payroll, payroll taxes, and the preparation of records and reports. State and federal taxation is also discussed. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC215 Computerized Accounting
Accounting software is used to automate, analyze, and interpret financial information while applying Accounting concepts and principles. Activities include company setup, preparing a chart of accounts, journalizing and posting transactions, entering payroll data, and producing financial statements. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC216 Managerial Accounting
The study of the uses of accounting information in managerial planning and control of organizations. Prerequisite: Intermediate Accounting, ACC211. (4 Quarter Credit Hours)

ACC217 Corporate and Partnership Taxation
The study of federal and state laws applying to corporations, partnerships, and other entities will be emphasized. Prerequisite: Advanced Accounting, ACC212. (4 Quarter Credit Hours)

ADN100 Nursing Concepts
This course introduces the student to nursing as a caring, holistic, and critically thinking profession. Studying the historical perspectives from Nightingale through modern holistics, the concepts of nursing are traced. Theories of the profession will be explored with emphasis placed on the theory of Dorothea Orem as a method for organizing thinking and nursing practice. Concepts that shape a profession like healthcare delivery systems, ethical considerations, professional behaviors, and values are also considered. Concepts such as the nursing process, therapeutic communications, teaching/learning processes, advocacy, interdisciplinary teamwork, and the health/illness continuum are examined. The student will have the opportunity to identify their own learning styles and begin to create strategies for positive learning and personal wellness. The student will be introduced to the clinical setting through observation and orientation to various clinical facilities. Prerequisites: Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Pharmacology, ADN145 and Pharmacy Terminology and Calculations, ADN146. (4 Quarter Credit Hours)

ADN108 Pathophysiology for Nursing
This course will explain topics such as a condition’s at-risk population, pathogenesis, causes, modifiable and non-modifiable risk factors, clinical manifestations, prognosis, and treatment modalities, as well as the nurse’s responsibilities in educating the patient. Prerequisites: Nursing Concepts, ADN100; Fundamentals of Nursing, ADN120; Clinical Nursing Skills/Simulations, ADN150; Geriatric Nursing, ADN160; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Adult Nursing I, ADN180 and Advanced Clinical Nursing Skills and Simulations, ADN255. (4 Quarter Credit Hours)
ADN120 Fundamentals of Nursing
The emphasis on this course is on the normal foundations necessary for a nurse to apply critical thinking processes during both health and illness. The theory of Dorothea Orem and the conceptual framework of the program are integrated with foundational nursing concepts as a means of exploring normal human functioning. Areas discussed include assessment, diagnostic and pharmacological resources, accountability through documentation, and foundational concepts for normal human functioning and wellness. Clinical activity will take place in long term and/or acute care facilities to facilitate the learning process through application of knowledge and skills. Prerequisites: Nursing Concepts, ADN100; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Clinical Nursing Skills/Simulations, ADN150 and Geriatric Nursing, ADN160. (4 Quarter Credit Hours)

ADN145 Pharmacology
This course teaches routes of drug delivery, drug indications, actions, and contradictions. Included are common medications, such as analgesics, antihypertensives, antianginals, calcium blocker, and antibiotics. Prerequisites: Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Nursing Concepts, ADN100 and Pharmacy Terminology and Calculations, ADN146. (4 Quarter Credit Hours)

ADN146 Pharmacy Terminology and Calculations
This course has core of terminology, pharmaceutical routes of administrations, pharmaceutical dosage forms, prefixes, suffixes, symbols and abbreviations, commonly encountered during the practice of pharmacy technology, and pharmacy medicine. An emphasis will be placed on equating the brand name of a drug with generic. This course also reviews basic mathematical principles as well as teaching calculations specific to the preparation and distribution of medications, including weights and measurements that apply to pharmacy calculations. Prerequisites: Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Nursing Concepts, ADN100 and Pharmacology, ADN145. (4 Quarter Credit Hours)

ADN150 Clinical Nursing Skills/Simulations
This course will lay the foundation for basic technical nursing skills required in direct patient care that will either be performed by the registered nurse or be delegated to implement the nursing process. While practicing basic patient care skills the student will find a supportive and supervised environment where increasing confidence and competence is encouraged. Prerequisites: Nursing Concepts, ADN100; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Fundamentals of Nursing, ADN120 and Geriatric Nursing, ADN160. (4 Quarter Credit Hours)

ADN160 Geriatric Nursing
This course introduces the beginning professional student nurse to the concepts of basic geriatric nursing. We will examine an overview of aging and examine trends and issues affecting the older adults throughout the spectrum. This course will also explain healthcare promotion and maintenance for older adults, including effective
communication and assessment skills. We will use the nursing process to give an overview of psychological and psychosocial care as well as addressing the physical needs throughout the nursing process. Clinical activities will further enhance the student experience at long-term care facilities, adult day cares, Alzheimer’s units, and other geriatric populated clinical sites. Prerequisites: Nursing Concepts, ADN100; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Fundamentals of Nursing, ADN120 and Clinical Nursing Skills/Simulations, ADN150. (4 Quarter Credit Hours)

**ADN180 Adult Nursing I**

This course builds on the foundations of nursing by considering stressors that affect an individual's level of wellness by inflicting intermediary self-care physical and/or mental limitations. Stressors explored will include, but are not limited to, commonly occurring health limitations that alter one’s state of wellness and require therapeutic nursing demands for self-care and a change in one’s wellness status. Critical thinking models for human functioning and independent nursing interventions will be further explored and expanded to include detailed nursing processes, care management, interdisciplinary healthcare team approaches, and holistic considerations for selected stressors. Examples of limitations to be explored, but not limited to, are cardiac issues, nephritic conditions, chronic respiratory issues, cancer, and orthopedic issues. Clinical rotations will allow the student to apply the knowledge and skills obtained through this course in the medical surgical rotations. Prerequisites: Nursing Concepts, ADN100; Fundamentals of Nursing, ADN120; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Clinical Nursing Skills/Simulations, ADN 150; Geriatric Nursing, ADN160; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Pathophysiology for Nursing, ADN108 and Advanced Clinical Nursing Skills and Simulations, ADN255. (4 Quarter Credit Hours)

**ADN205 Maternity Nursing**

This course will introduce the registered nursing student to the components of nursing for women that address self-care limitations imposed by pregnancy, childbirth, new life including congenital defects, and health promotion limitations. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated by the concepts of assessment, communications, clinical decision making, managing, collaborating, teaching/learning, and wellness. The student will experience maternity nursing in the clinical site at acute care maternity units, physician’s offices, and clinics caring for the childbearing family. Prerequisites: Nursing Concepts, ADN100; Pathophysiology, ADN108; Fundamentals of Nursing, ADN120; Clinical Nursing Skills/Simulations, ADN150; Geriatric Nursing, ADN160; Adult Nursing I, ADN180; Mental Health Nursing, ADN230; Advanced Clinical Nursing Skills and Simulations, ADN255; Adult Nursing II, ADN260; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Pediatric Nursing, ADN240 and Adult Nursing III, ADN275. (4 Quarter Credit Hours)

**ADN230 Mental Health Nursing**

This course introduces the student to the stressors that impose transitional self-care mental and/or social limitations. Psychosocial nursing tools and intervention modalities are expanded. The DSM-IV-TR classification system is introduced for moderate, severe, psychotic, and emergency issues. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated, implemented, and evaluated. Selected stressors included, but are not limited to, commonly occurring mental
health limitations that lead to therapeutic self-care demand(s) that require partnering. The student should be able to assist individuals and families in defining and accepting an altered mental perception in order to maintain wellness. Enhancement of learning for the student will take place in both acute and long-term mental health clinical activities such as the state mental health facility and hospital psych units. Prerequisites: Nursing Concepts, ADN100; Pathophysiology, ADN108; Fundamentals of Nursing, ADN120; Clinical Nursing Skills/Simulations, ADN150; Geriatric Nursing, ADN160; Adult Nursing I, ADN180; Advanced Clinical Nursing Skills and Simulations, ADN255; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Adult Nursing II, ADN260. (4 Quarter Credit Hours)

**ADN240 Pediatric Nursing**

Pediatric Nursing introduces the registered nursing student to the components of nursing for the pediatric client that address self-care limitations imposed by illness, developmental delays or health promotion limitations. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated by the concepts of assessment, communications, clinical decision making, managing, collaborating, teaching/learning, and wellness. The student will further enhance learning through application of knowledge and skills in clinical rotations at acute care units, day-care agencies and the local health department. Prerequisites: Nursing Concepts, ADN100; Pathophysiology, ADN108; Fundamentals of Nursing, ADN120; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Clinical Nursing Skills/Simulations, ADN150; Geriatric Nursing, ADN160; Adult Nursing I, ADN180; Mental Health Nursing, ADN230; Advanced Clinical Nursing Skills and Simulations, ADN255; Adult Nursing II, ADN260; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Maternity Nursing, ADN205 and Adult Nursing III, ADN275. (4 Quarter Credit Hours)

**ADN255 Advanced Clinical Nursing Skills and Simulations**

Advanced Clinical Nursing skills and Simulations will provide the student with knowledge and practice for medical surgical skills that are used by the nurse to implement the nursing process and manage care for the adult client. Students find a supportive supervised environment where increasing confidence and competence is encouraged while practicing patient care skills on mannequins and through various simulations in the simulations lab prior to actual patient care. Prerequisites: Nursing Concepts, ADN100; Fundamentals of Nursing, ADN120; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Clinical Nursing Skills/Simulations, ADN150; Geriatric Nursing, ADN160; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Pathophysiology for Nursing, ADN108 and Adult Nursing I, ADN180. (4 Quarter Credit Hours)

**ADN260 Adult Nursing II**

This course will focus on self-care limitations that are common to the adult patient. Stressors are explored through nursing diagnosis categories and include complex multisystem failure and health limitations that alter one’s view of wellness and require therapeutic nursing demands for self-care. Critical thinking models for human functioning and independent nursing interventions will continue to be explored for the adult. Examples of limitations include, but are not limited to hepatitis, HIV/AIDS, organ transplants, shock, sepsis, spinal cord injury, thyroid issues, and loss of senses. Clinical experiences in Adult Nursing II will further enhance the students experience facilitating understanding of skills and knowledge gained in this course. The student will increase their responsibility with patient load and management of care during this course in the acute care medical surgical setting. Prerequisites:
Nursing Concepts, ADN100; Pathophysiology, ADN108; Fundamentals of Nursing, ADN120; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Clinical Nursing Skills/Simulations, ADN150; Geriatric Nursing, ADN160; Adult Nursing I, ADN180; Advanced Clinical Skills and Simulations, ADN255; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Mental Health Nursing, ADN230. (4 Quarter Credit Hours)

**ADN275 Adult Nursing III**

This course will introduce the student to the advanced processes required in client with multi-system failure/shock. The course will focus on expanding knowledge related to complex disease processes and illness of the adult client using the nursing process. The course should enable them to function as acute care nurses focusing on the medications and procedures most frequently used in critical care situations. The nursing student will be able to apply knowledge and skills acquired through the didactic portion of the class in the clinical setting in critical care units, emergency departments and other emergency, and critical care areas. Prerequisites: Nursing Concepts, ADN100; Pathophysiology, ADN108; Fundamentals of Nursing, ADN120; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Clinical Nursing Skills/Simulations, ADN150; Geriatric Nursing, ADN160; Adult Nursing I, ADN180; Mental Health Nursing, ADN230; Advanced Clinical Nursing Skills and Simulations, ADN255; Adult Nursing II, ADN260; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Corequisites: Maternity Nursing, ADN205 and Pediatric Nursing, ADN240. (4 Quarter Credit Hours)

**ADN280 Capstone Course**

The nursing capstone course builds on the knowledge and skills obtained in the nursing curriculum and integrate the theory of organizational development and culture, management styles, and beginning leadership skills in the classroom and through practice in the simulation lab. The student will prepare for the NCLEX-RN by using the ATI review texts and online resources through this course. Clinical activity will enhance the learning experience for total care on two to three clients as the student builds on their ability to manage care for the patient. Prerequisites: Nursing Concepts, ADN100; Pathophysiology, ADN108; Fundamentals of Nursing, ADN120; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Clinical Nursing Skills/Simulations, ADN150; Geriatric Nursing, ADN160; Adult Nursing I, ADN180; Maternity Nursing, ADN230; Adult Nursing II, ADN260; Adult Nursing III, ADN275; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Co-requisite: Integrated Practicum (Introduction to Practice), ADN280L. (4 Quarter Credit Hours)

**ADN280L Integrated Practicum**

This course builds on the knowledge and skills obtained in the nursing curriculum and integrate the theory of organizational development and culture, management styles, and beginning leadership skills in the clinical practice of nursing. The course provides the foundations for independent clinical practice by assisting the student to prepare for employment as a registered nurse. Students work with an assigned clinical preceptor. Preceptors directly mentor the student throughout the course. At completion, the student is expected to be confident and competent in handling all aspects of the average patient load for that agency. Prerequisites: Nursing Concepts, ADN100; Pathophysiology, ADN108; Fundamentals of Nursing, ADN120; Pharmacology, ADN145; Pharmacy Terminology and Calculations, ADN146; Clinical Nursing Skills/Simulations, ADN150; Geriatric Nursing, ADN160;
Adult Nursing I, ADN180; Maternity Nursing, ADN205; Mental Health Nursing, ADN230; Pediatric Nursing, ADN240; Advanced Clinical Nursing Skills and Simulations, ADN255; Adult Nursing II, ADN260; Adult Nursing III, ADN275; Anatomy & Physiology I, BIO140; Anatomy & Physiology II, BIO141; Microbiology for Nursing, BIO145; General English, ENG101; College Math, MTH103; Psychology, PSY202; Growth and Development, PSY205; and Strategies for Success, SFS140. Co-requisite: Capstone Course, ADN280. (4 Quarter Credit Hours)

**BBM335 Leadership**
This course is a study of the current understanding of leadership theory and practice with a goal of developing the student’s personal theory of leadership. (4 Quarter Credit Hours)

**BBM340 Organizational Behavior**
This course is a study of behavior in organizational settings as affected by individual, group, and organizational processes. Special emphasis is given to learning, motivation, attitudes, stress, organizational culture, group processes, and decision making. (4 Quarter Credit Hours)

**BBM405 International Management**
This course explores the nature of management processes and activities in terms of different legal, political, economic, and cultural environments. The administrative philosophies, policies, and practices of international business organizations are covered. (4 Quarter Credit Hours)

**BBM440 Principles of Quality Improvement**
This course explores the philosophy, principles, and practices of continuous quality improvement. Students will explore systems thinking, understanding variation and diversity, practical psychology of leadership and management, and generation and leverage of knowledge. (4 Quarter Credit Hours)

**BBM445 Project Management**
This course examines the role of project management and its use in business and organizations. Each of the following constituent elements for successful project management is included in the course defining a project, working with project teams, performing projects budgeting, performing a work breakdown analysis, creating a project schedule, and performing project monitoring and evaluation. (4 Quarter Credit Hours)

**BBM450 Operations Management**
This course familiarizes the student with the nature and scope of production and operations management in modern industry. The topics emphasized include operations philosophies, operations strategy, inventory control, project management, and other current topics selected by the instructor. (4 Quarter Credit Hours)

**BBM460 Negotiation and Conflict Management**
This course explores the theory and implementation strategies of successful negotiation. This course will examine interpersonal communication and business management practices in which negotiation strategies help you manage difficult business situations and resolve intra-organizational conflict. By developing effective negotiation skills, you can increase your problem-solving and conflict-resolution abilities. (4 Quarter Credit Hours)

**BBM470 Staffing: Recruitment and Selection**
This course trains students in one of the major components (applicant recruitment and selection) for managers. In doing so, students are introduced to the techniques of analyzing the effectiveness and appropriateness of various
instruments used by professionals. Additionally, students are introduced to the strategies associated with the use of different recruitment and selection techniques. (4 Quarter Credit Hours)

**BBM480 Training and Development**
This course trains students in one of the major components (employee training and development) for managers. In doing so students are introduced to the current state of employee training and development practices; acquire a basic understanding of key issues related to the structure, the methods, and the use of technology for the training of employees; and through readings, lectures, discussions, and presentations learn to apply learning theories in the development and implementation of a strategic employee training system. (4 Quarter Credit Hours)

**BBM490 Business Research for Decision Making**
This course allows students to explore decision making from a managerial viewpoint and examine the role of decision making in dealing with employees, formulating strategy, and negotiating. This course requires students to understand, apply, and evaluate both quantitative and qualitative research methodologies as they apply to business studies and analysis. (4 Quarter Credit Hours)

**BCS100 Reimbursement and Coding**
This course is designed for students who plan to seek employment in the medical reimbursement and coding field. Students are introduced to responsibilities for a reimbursement specialist including third-party payers, coding, coding software and collections. Prerequisite: None (4 Quarter Credit Hours)

**BCS111 Anatomy & Physiology for Reimbursement**
This course introduces the student to medical terminology as well as anatomical structures and their functions. This course presents the student with prefixes, suffixes and acquaints the students with word building. The course introduces body systems, root words, and medical terms. The course provides the students with the basic knowledge of body systems. The course assists in their understanding of the structure and function of the systems and how they relate to the disease process. Prerequisite: Medical Terminology, MED103 (4 Quarter Credit Hours)

**BCS115 Technology in the Medical Office**
This course is designed to prepare the student for entry-level work in the medical setting utilizing medical office management software. The student will be introduced to the patient billing cycle, patient check-in and check-out, patient data entry, insurance verification, charge posting, payment posting, appointment scheduling, paper and electronic claims submission, electronic health record usage and HIPAA compliance. Students will participate in competency-based skill-building electronic activities associated with the medical field. Prerequisite: None (4 Quarter Credit Hours)

**BCS161 ICD**
ICD introduces the student to medical coding utilizing the International Classification of Diseases and the ICD-10-PCS. This course develops basic ICD coding skills and encompasses inpatient and outpatient official coding guidelines, coding convention usage, beginning level case coding, sequencing and inpatient procedure code development. Prerequisite: Medical Terminology, MED103. (4 Quarter Credit Hours)

**BCS162 Procedural Coding**
This course categorizes the different sections of the CPT Coding Manual, examines the official coding guidelines for each chapter, and introduces the students to coding for professional services in the ambulatory and outpatient
settings. This course provides for extensive coding practice and covers ethical reimbursement issues. Prerequisite: ICD, BCS161. (4 Quarter Credit Hours)

**BCS163 Modifiers and Intermediate Coding**

This course provides an in-depth examination of the use of HCPCS modifiers and provides the student with intermediate level coding practice. The extensive practice requires the student to study intermediate level cases, abstract necessary information, and code utilizing ICD and HCPCS code sets. Prerequisite: Procedural Coding, BCS162. (4 Quarter Credit Hours)

**BCS165 Coding Clinic**

This course proved the student with a virtual medical office simulation. The student has to apply classroom theory to on-the-job scenarios. The simulation provides for appointment setting, claims submission, patient billing and case coding. Prerequisites: ICD, BCS161 and Procedural Coding, BCS162 (4 Quarter Credit Hours)

**BCS232 Surgical Procedure Coding**

This course provides an in-depth examination of the use of HCPCS modifiers and provides the student with intermediate level coding practice. The extensive practice requires the student to study intermediate level cases, abstract necessary information, and code utilizing ICD and HCPCS code sets. Prerequisites: ICD, BCS161 and Procedural Coding, BCS162, which may be taken concurrently (4 Quarter Credit Hours)

**BCS233 Medical Office Management**

This course provides the student with the necessary skills to assume a management position in a medical office, or billing and coding department. The course covers personnel management, documentation management, marketing and financial management, and OSHA requirements. Prerequisite: None. (4 Quarter Credit Hours)

**BCS243 Claims Examining**

This course is designed to prepare the student in the advanced concepts of billing, coding and claims examination. The course also covers third party liability investigation, completion of payment worksheet, calculation of adjustments, coordination of benefits, and interpretation of insurance contracts. Prerequisite: Claims Production, BCS262 (4 Quarter Credit Hours)

**BCS253 Compliance**

This course is designed to help the student navigate through the important issues of compliance. This course addresses the ever growing requirements to promote healthcare compliance with the various laws, regulations, rules, and guidelines, medical practices need to implement and maintain a compliance program. Prerequisites: ICD, BCS161 and Procedural Coding, BCS162, which may be taken concurrently (4 Quarter Credit Hours)

**BCS261 Reimbursement Methodology**

This course covers the billing cycle and introduces the student to the different payers. As well, the course covers HIPAA/HITECH, Privacy, Security and Electronic Health Care Transactions/Code Sets/Breach Notification rules. The course provides extensive practice in payment calculation, processing payments and EOB interpretation. Prerequisite: Reimbursement and Coding, BCS100. (4 Quarter Credit Hours)

**BCS262 Claims Production**
This course focuses on introducing the student to the use of the UB-92 for billing in acute care and long-term care facilities. This course reviews the basic guidelines for completing each field of the claim form. Case studies are used to provide the learner with the opportunity to work with electronic claims processing and electronic coding. Prerequisite: Reimbursement and Coding, BCS100. (4 Quarter Credit Hours)

**BCS265 Comprehensive Coding**

This course requires the student to analyze, interpret, and abstract medical information necessary to assign the correct codes for highly advanced ICD and HCPCS cases. The advanced case coding is necessary for certification preparation. This course provides a mock examination to evaluate the level of expertise. Prerequisite: Modifiers and Intermediate Coding, BCS163. (4 Quarter Credit Hours)

**BIO140 Anatomy & Physiology I**

This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body’s system. Emphasis is placed on organization and division of the body and cellular function.

**BIO141 Anatomy & Physiology II**

This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body’s system. Emphasis is placed on organization and division of the body and cellular function.

**BIO145 Microbiology for Nursing**

This course is offered to introduce the nursing student to the world of microorganisms and how they affect the human body. An in-depth study of how microorganisms cause disease, their pathogenicity and the role immunity plays in it. Discussions related to the valuable roles of microorganisms in food production, ecology, sewage disposal and product manufacturing will be introduced.

**BMG124 Management**

In this course business techniques and management theory are explored. Principles of Management is centered on the management functions of planning, decision-making, organizing, leading, and controlling. Prerequisite: None. (4 Quarter Credit Hours)

**BMG126 Business Law**

This course covers the basic legal principles relating to contracts involving personal property, bailments, hotel, sales, agency, employment, insurance, and real property. Prerequisite: None. (4 Quarter Credit Hours)

**BMG128 Retail Management**

In this course the exciting, challenging, and rewarding opportunities facing both retailers and firms that sell their products and services to retailers, such as IBM and Proctor & Gamble are explored. Specific topics that are discussed are retailing which is a high-tech, global, growth industry that plays a vital economic role in society, strategic issues facing the retail industry, key strategic issues with an emphasis on financial considerations, and implementation through merchandise and store management. These strategic and tactical issues are examined for a broad spectrum of retailers, both large and small, domestic and international, selling merchandise and services. Prerequisite: None (4 Quarter Credit Hours)

**BMG250 Economics**
This course covers such topics as the free enterprise system, the Gross Domestic Product, macroeconomics, microeconomics, and fundamentals of the monetary policy. Prerequisite: None. (4 Quarter Credit Hours)

**BMG270 Leadership**
This course is a study of the current understanding of leadership theory and practice with a goal of developing the student’s personal theory of leadership. Prerequisite: None. (4 Quarter Credit Hours)

**BMG290 Finance**
This course analyzes the nature and scope of business finance. Emphasis is placed on forecasting, capital budgeting, sources and costs of capital, financial instruments, financial analysis, and interpretation. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

**BUS101 Human Resource Management**
This course presents an examination of the fundamental principles of personnel management as they apply to the employee, employer, and society. Specific topics discussed include managing human resources, understanding the internal and external environment of human resources management, managing changes, staffing, training, appraising, compensating, occupational safety and health, unionization, and collective bargaining. Prerequisite: None. (4 Quarter Credit Hours)

**BUS111 Business Communication**
This course encompasses various forms of business communication such as business letters, memoranda, business reports, and is designed to polish and refine students’ abilities to solve numerous business communication problems. Prerequisite: None. (4 Quarter Credit Hours)

**BUS112 Personal Finance**
This course is designed to serve the personal finance needs of the student, regardless of their major field of study. Practical applications in personal and family financial planning, including budgeting, buying, borrowing, banking, and home ownership are covered in this course. Prerequisite: None. (4 Quarter Credit Hours)

**BUS113 Finance for Non-Financial Managers**
This course focuses on improving communication with people in financial areas, contribute to financial decisions, and better understand financial statements and the impact of strategic decisions on shareholder value. The course focuses on both accounting and finance to help students develop a well-rounded understanding of language and requirements of financial expectations and performance. Participants learn how to evaluate a project’s financial attractiveness from the shareholder’s perspective and to better understand and predict the impact of business decisions. Prerequisite: None. (4 Quarter Credit Hours)

**BUS122 Business Math**
This course is a review of arithmetical operations, decimals, ratios and proportions, percentages, interest, and discounts. Subjects covered include finance charges, payroll computations, merchandise inventory valuation, depreciation, and computing different types of interest. Prerequisite: None. (4 Quarter Credit Hours)

**BUS201 Marketing**
This course covers all activities involved in pricing, distribution, and promotion of a product. Emphasis will be placed on marketing for small to medium sized business. Internet marketing will also be discussed. Prerequisite: None. (4 Quarter Credit Hours)
**BUS210 Managing Information**
This course is designed to provide a real-world understanding of information systems technologies. This course provides exposure to information age, information technology, information technology in management, information systems in decision making, and planning, acquisition, and controls. Prerequisite: None. (4 Quarter Credit Hours)

**BUS211 Small Business Management**
This course presents a contemporary treatment of the start-up and management of small firms. Strong emphasis is placed on entrepreneurial opportunities and the new-venture activities needed for the successful operation of small firms. Prerequisite: None. (4 Quarter Credit Hours)

**BUS212 Supervision**
This course is designed to help those who will be supervisors, team leaders, coaches, or coordinators and incorporates the four functions of management including planning, organizing, leading, and controlling. Also discussed are modern supervisory challenges including quality management, ethical behavior, motivating employees, improving productivity, problem solving, and decision making. Prerequisite: None. (4 Quarter Credit Hours)

**CIS106 Computer Applications**
This is an introductory course designed to acquaint the successful student with the world of microcomputer applications in business, industry, education, and home use. During this course, the successful student will be introduced to Microsoft Office Products such as Word, Excel, Access, and PowerPoint. Prerequisite: None. (4 Quarter Credit Hours)

**CIS107 Computer Applications II**
This is an advanced course designed to acquaint the student with the world of microcomputer applications in business, industry, education and home use. This course provides an introduction to additional applications in Microsoft Office Products which include Word, Excel, Access and PowerPoint. Prerequisite: Computer Applications, CIS106. (4 Quarter Credit Hours)

**CIS140 Internet Foundations**
This course is designed to teach students the fundamentals of the Internet. The physical connections that comprise the Internet and the basic knowledge of website design are taught. The curriculum also includes a practical knowledge of website administration and security. Different applications are explored to complete the course. Prerequisite: None. (4 Quarter Credit Hours)

**COM208 Public Speaking**
This course is a study of verbal and nonverbal communication strategies and the preparation and delivery including these types of speeches introduction, impromptu, informative, persuasive, and commemorative. Prerequisite: None. (4 Quarter Credit Hours)

**COM310 Interpersonal Communications**
This course provides a study of communication theory and its value in interpersonal relationships. Special emphasis is given to the development of the communication process, appropriate techniques, and skills. (4 Quarter Credit Hours)

**CRJ100 Corrections**
This course will provide the criminal justice student with an overview of corrections and its place in the system. An overview of the corrections system and its overall effectiveness will be addressed. Prerequisite: None. (4 Quarter Credit Hours)

**CRJ110 Criminal Justice**
This course is designed to introduce the students to the basic elements and requirements of the Criminal Justice field. Students will learn the core components of police, courts, corrections, law and private and public industrial security. Prerequisite: None (4 Quarter Credit Hours)

**CRJ115 Rules of Evidence**
This course is designed to instruct the student on the rules, both state and federal, which govern the presentation of evidence at hearings and trials. Ethical considerations in the presentation of evidence are also discussed. Prerequisite: None. (4 Quarter Credit Hours)

**CRJ120 Private and Industrial Security**
This course is designed to prepare the student for entry level work in the private and public sector security field. Students will be introduced to public and private security management functions, training, budgeting, security classification of companies, industrial assets and protection measures. Students will be introduced and will participate in competency-based skill-building activities associated with the private and public sector industrial security field requirements. Prerequisite: None (4 Quarter Credit Hours)

**CRJ135 Ethics and Professionalism for Criminal Justice**
This course is designed to prepare students in ethical and professional decision making, while ensuring that the integrity of their work is preserved legally and professionally. Students will be introduced to TPI concepts that are specific to the ethics and professional code for first responders and legal professionals. Students will participate in competency-based, skill-building activities that challenge them through the use of scenarios and situations commonly seen in the justice studies fields of police, courts, corrections and private industrial security. Prerequisite: None (4 Quarter Credit Hours)

**CRJ175 Law Enforcement Operations**
This course introduces students to the operations of various enforcement entities. It includes how police departments are organized, what police officers do, the different problems encountered in policies and what happens to them during the course of their career. Prerequisite: None. (4 Quarter Credit Hours)

**CRJ200 Criminal Investigations**
This course reinforces and strengthens the students’ acquired skill levels pertaining to criminal investigations. Protocol and procedures involving crime scene investigations and interrogations are emphasized. Prerequisite: None. (4 Quarter Credit Hours)

**CRJ245 Juvenile Delinquency**
This course is designed to instruct the student on the special issues and procedures involving the processing and treatment of juvenile offenders, including status public and youthful offenders. Prerequisite: None. (4 Quarter Credit Hours)

**CRJ250 Police Report Writing**
This course prepares students in the composition of police narrative writing, primarily in terms of organization and language of such reports. Prerequisite: Criminal Investigations, CRJ200. (4 Quarter Credit Hours)

**CRJ275 Victimology**
This course will introduce students to the elements of victims’ assistance programs, roles, policies and procedures specific to programs that work with offender and victim rehabilitation. Students will also be introduced to the elements of criminal psychology, the classification of crimes and how it relates to specific victim and offender scenarios. HIPAA laws and case sensitivity will also be introduced in this course, as it relates to victim protection policies and procedures in life and in death situations. Prerequisite: None. (4 Quarter Credit Hours)

**CRJ280 Chemical Dependency and Abuse**
This course is a survey of drug and alcohol use and abuse, and their relationship to the criminal justice system and society. The use of alcohol, tobacco, caffeine, prescription drugs, and illicit drugs are explored, including explanations for misuse and dependence with emphasis on the economic and social costs to society. The role of the criminal justice system as an agent of social control in the containment of chemical dependence and abuse are also considered. Prerequisite: None (4 Quarter Credit Hours)

**CRT210 Critical Thinking**
This course places emphasis on solving workplace problems by using teamwork and individual approaches to problem-solving and decision making to find solutions that would be acceptable in diversified workplace settings. Prerequisite: None. (4 Quarter Credit Hours)

**ENG099 English Review**
This course is designed to build students basic writing skills and prepare them for a college-level composition course. The topics covered in this course include grammar, parts of speech, sentence construction, punctuation, and spelling and proofreading. Prerequisites: Academic Skills Assessment, not for college credit (0 Quarter Credits)

**ENG101 General English**
This introductory course in effective college-level composition introduces a variety of writing situations and effective ways of composing, developing, outlining, revising, editing, and using research skills. Prerequisite: None. (4 Quarter Credit Hours)

**ENG206 Introduction to Literature**
This course focuses on Greek, Victorian, and Modern Literature and includes literary genres: the short story, poetry, and drama. Prerequisite: None. (4 Quarter Credit Hours)

**ENG211 Composition I**
Composition I encompasses expository writing of essays and opinion papers. Critical thinking skills will be utilized as students explore their values, attitudes, ideas and experiences, and enhance their research skills. Prerequisite: General English, ENG101. (4 Quarter Credit Hours)
ENG212 Composition II
Composition II emphasizes research methods and writing using the appropriate documentation style. Students will develop research strategies and prepare a research paper. Prerequisite: Composition I, ENG211. (4 Quarter Credit Hours)

ETH102 Ethics and Supervision
This course introduces students to the fundamentals of business ethics while helping those who will be supervisors, team leaders, coaches, or coordinators and incorporates the five functions of management including planning, organizing, staffing, leading, and controlling. Students learn about the decision-making process to solve ethical dilemmas, understanding barriers, and consequences when making ethical decisions, and the process for blowing the whistle when unethical situations arise. Course activities also cover identifying common managerial ethical issues, being proactive with ethical issues, addressing subordinates’ ethical issues, identifying causes of unethical behavior, recognizing unethical behavior, and ending unethical behavior in the workplace. Students will also learn about organizational ethical principles, and the four categories of corporate social responsibility. Finally, this course reviews how to develop a code of ethics and execute an internal ethical audit. Prerequisite: None. (4 Quarter Credit Hours)

ETH103 Ethical Decision Making
This course is an examination of professional ethics and common ethical dilemmas in administrative settings. Models of ethical decision making are applied in case vignettes. Prerequisite: None. (4 Quarter Credit Hours)

HIS300 American History
This course introduces students to the history of the United States since 1865, commencing with the reconstruction and the aftermath of the Civil War. The course goes on to explore the influence of industrialism at the turn of the century and the rise of America on the world politico-economic stage amidst two world wars and a great depression in the first half of the twentieth century. This course also examines the wide range of social change and turmoil happening in the latter half of the twentieth century. Successful students may gain a more solid appreciation of the multiculturalism and globalization that have dominated American history in the last decades of the twentieth century and the first years of the twenty-first. (4 Quarter Credit Hours)

HRM101 Personal Interviewing
This course provides an in-depth study of the legal aspects of interviewing, various types of interviews conducted in business, and interviewing techniques. Students participate as both an interviewer and an interviewee, in selection, counseling, disciplinary, exit, and performance appraisal interview simulations. Interviewing techniques and skills are evaluated using videotape playback. Prerequisite: None. (4 Quarter Credit Hours)

HRM102 Union and Employee Relations
This course focuses employee relations and communications, employee rights and discipline, OSHA and workplace safety and health. Also included in this course will be the history of the labor union. Unions in organizations, their structure and strategies will be introduced. This course also reviews collective bargaining, agreements, and negotiating. Prerequisite: None. (4 Quarter Credit Hours)

HRM201 Managing Cultural Diversity
This course focuses on the management of persons from diverse countries and cultures. Culture-specific issues and issues of diversity in the workplace are introduced. Problems, cases, and research assignments associated with
managing in a multicultural and international work environment are focal points of this course. Prerequisite: None. (4 Quarter Credit Hours)

**HRM202 HR Policy and Procedure Writing**

This course provides an in-depth study of employment law, the recruiting process, and the selection process. A transition from “term paper writing” to formal policy writing and the application of employment law, business grammar, and policy writing skills through the development of an employment policy, procedure, and employee handbook summary of the policy. Prerequisite: None. (4 Quarter Credit Hours)

**HRM203 Compensation and Benefits Management**

This course provides an in-depth study of the history, principles, and theories of monetary compensation and benefits package. The laws governing monetary compensation and application of these principles through the development of monetary compensation policies and procedures are introduced. Students can learn about the laws governing benefits and the application of these principles and theories, through the development of plan descriptions for benefit programs such as health, life, disability, pension/retirement, etc. Prerequisite: None. (4 Quarter Credit Hours)

**HRM204 Administration of Human Resource Management**

This course focuses on problems, issues, policies, and practices as related to managing people in working organizations. This course also reviews ways to solve human problems and make appropriate decisions by working with others and getting results through the efforts of others. Role playing and critical thinking activities will allow students to participate in simulations of situations likely to be encountered in businesses by managers, supervisors, and human resource personnel. Prerequisite: None. (4 Quarter Credit Hours)

**HRM205 Employment Law**

This course introduces the student to labor and employment law topics and concepts. All major labor law topics are covered in this course, which include sexual harassment, Americans with Disabilities Act, Age Discrimination in Employment Act, and Sarbanes-Oxley Act. Prerequisite: None. (4 Quarter Credit Hours)

**INT122 Professional Seminar and Internship or Capstone Project**

This course is designed to help students gain additional practical work experience, further enhance their job skills, and promote valuable networking contacts through an additional internship with a local business, agency, or community organization. This course reviews additional business protocol, professional communication, work ethics and problem-solving skills through an additional professional seminar. Each program of study will require program-specific competencies, which are included with each program’s syllabus. Prerequisite: Student must be in the next to last quarter of study. (4 Quarter Credit Hours).

**INT142 Professional Seminar and Internship or Capstone Project**

This course is designed to help students gain practical experience, enhance their job skills, and discover valuable networking contacts with a local business, agency, or community organization. This course reviews business protocol, professional communication, work ethics, and problem-solving skills through a professional seminar. Each program of study will require program-specific competencies, which are included with each program’s syllabus. Online students whose state of residence is outside Kentucky will complete the capstone project. Prerequisite: Student must be in the last quarter or next-to-the last quarter of study. (4 Quarter Credit Hours)

**LAW114 Introduction to Law and Paralegal Studies**
This course gives a general prospective of the legal system and the role of the paralegal within the system with regard to structure of the court system, administrative agencies, private law firms, and the public sector. Prerequisite: None (4 Quarter Credit Hours)

**LAW115 Ethics and Office Procedures for Paralegals**
This course focuses on ethical principles relating to paralegals including the unauthorized practice of law and client confidentiality. Correct procedures used by paralegals in a legal setting will also be included. Prerequisite or concurrent: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

**LAW157 Civil Litigation**
This course provides instruction on the principles of litigation, the organization of the court system and how to interview clients and witnesses, draft legal documents, and prepare materials for discovery and trials. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

**LAW158 Probate Administration and Estate Planning**
This course introduces students to wills, trusts, and intestacy and gives an analysis of estate administration and accounting. This course also reviews interviewing clients and obtaining information for drafting documents. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

**LAW210 Criminal Law**
This course surveys basic principles of criminal law including rights of the accused, certain constitutional issues, and the relationship of practices of the law office with those issues. Prerequisite: None (4 Quarter Credit Hours)

**LAW212 Tort Law**
This course is designed to give students general knowledge and understanding of the legal principles of tort law such as negligence, strict liability, intentional torts, and the various forms of damages. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

**LAW214 Real Estate Law**
This course provides students with basic concepts of the law of real property and with the opportunity to perform legal office duties relating to the transactions occurring with real estate including basic title examination. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

**LAW216 Family Law**
This course introduces family law practice principles relating to marriage, divorce, annulment, custody and support, adoption, name change, guardianship, paternity, and other aspects of family law. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

**LAW256 Legal Research**
In this course, students can gain a working familiarity with the major resource books found in law libraries. Students are taught the practical approach to finding and interpreting administrative regulations and statutes, as well as researching and analyzing case law. Students are given hands-on experience in using case reporters, digests, citators, statutory codes, encyclopedias, handbooks, and other legal materials. Prerequisite: None. (4 Quarter Credit Hours)

**LAW257 Legal Writing and Analysis**
This course focuses on the enhancement of legal writing skills and advanced legal research. Emphasis is given to preparation of appellate briefs, pleadings, interoffice memoranda, and other formal documents and reference citations in legal libraries as well as drafting legal memoranda. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

MED103 Medical Terminology
Medical Terminology presents students with prefixes, suffixes, and acquaints the students with medical word building. The course introduces body systems, word roots, medical terms, and teaches students to recognize widely used terms, their meanings and spellings. Prerequisite: None. (4 Quarter Credit Hours)

MED153 Anatomy & Physiology I
This course is designed to provide the student with the basic knowledge of the anatomy of the body to assist in their understanding of how the structure of the body has an impact on the body as a whole and to assist the student in understanding of the structure of the body as related to the disease process. Prerequisite: Medical Terminology, MED103. (4 Quarter Credit Hours)

MED154 Anatomy & Physiology II
This course consists of anatomy and physiology of the cardiovascular, immune, digestive, respiratory, urinary, and reproductive systems functions during health and disease. Prerequisite: Anatomy & Physiology I, MED153. (4 Quarter Credit Hours)

MED159 Basic Cardiovascular Anatomy & Physiology
This course will introduce the student to the structure and the functional part of the heart. For the student to fully understand the abnormal heart, the student must have a working knowledge of the normal structure and functional parts of the heart. This course also reviews the basic anatomy and how this anatomy will function when the heart is diseased. The physiology will play a major part in the understanding of the diseased heart. Prerequisites: Anatomy Physiology II, MED154; Medical Terminology, MED103; and Cardiac Monitoring Procedures, MED294. (4 Quarter Credit Hours)

MED165 Medical Law and Ethics
This course covers professional ethics regarding conduct between patient and physician and confidentiality of patient information. Federal and state laws regarding malpractice, negligence, and the Good Samaritan Law are discussed. Prerequisite: None. (4 Quarter Credit Hours)

MED188 Medical Office Procedures/Emergencies
This course will prepare the student with skills to work in a medical office. This includes such clinical procedure skills as: vital signs (temperature, pulse, respiration, and blood pressure), and patient examination room preparation such as patient positioning and patient draping. Students will learn professional cardiopulmonary resuscitation and receive their certification. In addition, students begin acquiring administrative medical office skills such as scheduling, filing, office communication, and patient records. Prerequisite or Concurrent: Medical Terminology, MED103. (4 Quarter Credit Hours)

MED227 Electronic Medical Records and Reimbursement
This course is designed to introduce the student to Electronic Health Records and medical insurance. Students will learn to create and maintain a patient chart with practice entering patient data as well. Application of HIPAA privacy policy in the medical office is reviewed. An introduction to the basic concepts of medical coding and
reimbursement, including ICD and CPT codes and claim preparation, are also included. Several types of insurances such as Blue Cross/Blue Shield, Medicare, TRICARE, and Workers Compensation are introduced. Prerequisite: None (4 Quarter Credit Hours)

MED250 Exam Room Procedures
This course is designed to provide students with the basic procedures of preparation of a patient in the examining room and assisting the physician with the general and specific examinations. This course reviews how to take vital signs and other vital measurements. Return demonstrations are required. Prerequisite: None. (4 Quarter Credit Hours)

MED255 Pathophysiology
Pathophysiology is a study of the basic pathophysiologic process of the human body with emphasis on the anatomic systems and disease entities. Prerequisites: Anatomy & Physiology II, MED154. (4 Quarter Credit Hours)

MED261 Electrophysiology
The student will need a working knowledge of both the mechanical and the electrical components of the heart. Electrical heart disease is only one of the many congenial or acquired heart diseases that is recognized and treated successfully in the medical arena. With this class the student will be able to understand heart block and aberrant conduction, the treatment modalities to include, but not limited to, pacemakers and drug treatments. Prerequisites: Basic Cardiovascular Anatomy & Physiology, MED159. (4 Quarter Credit Hours)

MED263 Stress Test Techniques
Among the many diagnostic tests used to detect and to analyze treatment modalities, stress tests are used in approximately 85-90% of diagnostic tests. This course is designed to review different types of equipment used in stress testing. This course also reviews hook-up technique and how to assist the cardiologist with the testing procedures. Prerequisites: Electrophysiology, MED261. (4 Quarter Credit Hours)

MED264 Holter Monitoring
Holter monitoring is a diagnostic tool used to detect electrical abnormalities. This tool is also used to analyze and determine the effectiveness of treatment modalities. Proper hookup and patient education are stressed. Students will be instructed on how to read rhythm strips and prepare reports for patient charts and physician diagnosis. Prerequisites: Basic Cardiovascular Anatomy & Physiology, MED159. (4 Quarter Credit Hours)

MED266 Pharmacology
This course teaches routes of drug delivery, drug indications, actions, and contradictions. Included are common medications such as analgesics, antihypertensives, antianginal, calcium blockers, and antibiotics. Prerequisite: None. (4 Quarter Credit Hours)

MED267 BLS-Advance EKG-ECG
The student will be certified by the American Heart Association in CPR and obtain their Healthcare Provider with Automated External Defibrillator (AED) certification. The student will receive training in the recognition and emergency intervention of Lethal Rhythms. This course includes a thorough understanding of the crash cart, including what is stored in each drawer, and the student’s role and responsibility in a Code Blue Emergency. Prerequisite: This is a last quarter course, taken during internship. (4 Quarter Credit Hours)
MED268 Cardiac Drugs
This course covers types of drugs used in Cardiac Disease, their categories, and function. This course reviews the various drugs used in the treatment of heart disease upon completion of the course. Prerequisites: Electrophysiology, MED261. (4 Quarter Credit Hours)

MED288 Medical Office Administration
This course offers students extensive practice and training as a medical receptionist, in preparing appointment records, compiling patient records, billing, simple accounting, and banking responsibilities. Prerequisite: Electronic Medical Records and Reimbursement, MED227. (4 Quarter Credit Hours)

MED292 Laboratory Procedures
This course will prepare the student to perform routine specimen collections in the clinical laboratory. This will include venipuncture, skin puncture, and urine drug screen collections. In addition, the student will be given the necessary instruction for an understanding of the most common laboratory tests ordered, including laboratory department, specimen requirements, proper handling and complications/consequences of improper collection. Prerequisite: Medical Terminology, MED103 (4 Quarter Credit Hours)

MED294 Cardiac Monitoring and Procedures
This course is an introduction to the anatomy/physiology of the cardiac cycle, the electrical system of the heart. The student will be introduced to the normal sinus rhythm, atrial arrhythmia, junctional rhythm, ventricle rhythm. The student will be introduced to 12 lead EKG lead attachment. Prerequisite: None. (4 Quarter Credit Hours)

MED295 Medical Law and Ethics/Exam Room Prep
This course is designed to provide a review for the graduating student and prepare the student for a comprehensive certification examination. This course will review Anatomy and Physiology, with the understanding of the human body structures, systems, and functions. This course will review Pathophysiology with the understanding of the disease processes, treatments, and contraindications. Review of hospital emergency room procedures such as respiratory difficulties, first-aid techniques, shock, myocardial infarction, and environmental emergencies will be provided. Review of federal and state laws regarding malpractice, negligence, HIPAA, and the Good Samaritan Law. This course will review medical office and exam room procedures such as vital signs, gowning and draping patients, interpersonal communications, completing and submitting various insurance forms, and office management exercises. This course will include an overview of Pharmacology, Phlebotomy, and EKG, including injections, venipuncture, and laboratory techniques. This course will review the preparation of helping physicians and performing clinical duties in a doctor’s office, hospital, or home health agency. Prerequisite: This course should be taken in the student’s last term. (4 Quarter Credit Hours)

MTH099 Mathematics Review
This course is a review of basis mathematical concepts and skills for solving simple problems involving whole numbers, integers, fractions, decimals, ratios, rates, proportions, and percentages. Basic algebraic skills are reviewed which include simplification, evaluating expressing, and solving simple equations. Prerequisites: Academic Skills Assessment, not for college credit. (0 Quarter Credits)

MTH103 College Math
This course teaches students not only how to solve basic algebra problems, but more importantly how to apply what they’ve learned to problem solving in everyday situations. College Math covers a range of mathematical topics, including: polynomials, rational expressions, quadratic and linear equations, conic sections, functions, and
systems of equations. Students will take the insights and skills learned and practiced in this course and apply them in career-related subject areas such as mechanics, health, and electronics, as well as personal finance. Prerequisite: None. (4 Quarter Credit Hours)

**PHA100 Introduction to Pharmacy Technician Practices/Ethics**
This is an introduction to pharmacy practice and the technician’s role in various pharmacy settings. Topics include the pharmacy environment, pharmacy organizations and management, regulations, and laws related to pharmacy, and ethics in the practice of pharmacy. Prerequisite: None. (4 Quarter Credit Hours)

**PHA110 Pharmacy Terminology & Calculations**
A core of terminology, pharmaceutical routes of administration, pharmaceutical dosage forms, prefixes, suffixes, symbols, and abbreviations commonly encountered during the practice of pharmacy technology, pharmacy medicine. An emphasis will be placed on equating the brand name of a drug with generic. This course also reviews basic mathematical principles, as well as teaching calculations specific to the preparation and distribution of medications, including weights and measurements that apply to pharmacy calculations. Prerequisite: College Math, MTH103. (4 Quarter Credit Hours)

**PHA155 Prescriptions & OTC Medications**
This course teaches the history of prescriptions, definition of prescriptions, parts of a prescription, correct prescription procedure, and narcotic prescriptions. The classifications of drugs based on the DEA’s guidelines. A basic overview of the classifications and functions of drugs that are sold without prescriptions will be introduced. Prerequisite: None. (4 Quarter Credit Hours)

**PHA200 Pharmacology I for Pharmacy Technicians**
This course is a basic overview of the drug classes, including generic and trade names, the disease states associated with the drug classes as well as the drug therapy, indications, side effects, along with the parameters for safe drug use. Drug classes include cardiovascular, antihypertensives, diuretics, hormones, hypoglycemics, ophthalmics, optics, dermatologic and anti-inflammatory drugs, and antitussives. Prerequisite: None. (4 Quarter Credit Hours)

**PHA225 Microbiology**
This course is offered to help acquaint the health-profession student with the microorganisms in the disease processes. We will also discuss the valuable roles of microorganisms in food production, ecology, sewage disposal, and product manufacturing. We will also discuss the anatomy and physiology of the microorganisms and the mechanisms of preventing the spread of the disease causing types. Prerequisite: None. (4 Quarter Credit Hours)

**PHA250 Pharmacy Operations and Claims**
This course is designed to instruct the student in the overall operation of a pharmacy. The course reviews gathering and entering patient information into a data processing system and maintaining patient records. Instruction is given in preparing labels, counting, measuring, admixing of drug products, ordering, stocking, and returning pharmaceuticals. Insurance guidelines, Medicare and Medicaid regulations, and insurance billing, both electronic and manual, are presented to the student. Prerequisite: None. (4 Quarter Credit Hours)

**PHA275 Compounding Aseptic Technique & Non-Sterile Compounding**
This course is designed to provide a fundamental understanding of the different types of pharmaceuticals, including tablets, capsules, solutions, suspensions, emulsions, ointments, crèmes, and suppositories. The student will also be introduced to I.V. medications, and I.V. additives. Prerequisite: Pharmacy Terminology & Calculations, PHA110. (4 Quarter Credit Hours)

**PHA280 Sterile Product Technology**
This course introduces the student to the skills and procedures necessary to prepare sterile injectable products. This course covers mathematical conversions and aseptic manipulations encountered in the pharmacy environment. This course reviews preparing large volume parenterals, intravenous mixtures, total parenteral nutrition solutions, irrigation solutions, and other sterile products. Patient monitoring, proper use of equipment, specific distribution systems, and administration techniques are presented. Prerequisite: Pharmacy Terminology & Calculations, PHA110. (4 Quarter Credit Hours)

**PHA290 Problem Solving**
This course prepares the student with precise work techniques and knowledge where details can be a matter of life or death. Also, it identifies tasks that must be performed accurately every time, and prepares the student to perform critical tasks, and solve problems in a scientific method. Prerequisite: must have completed a minimum of 44 quarter credit hours of the Pharmacy Technology Program. (4 Quarter Credit Hours)

**POL109 Political Science**
This course explores political, economic, and social issues that are in the news at the time the course is in session. As a core for background knowledge, the course acquaints students with political/geographical data and maps and encourages discussions and formal debates utilizing the information acquired through the course. Lectures are supplemented with magazines, books, films, and computer software relevant to the course. Prerequisite: None. (4 Quarter Credit Hours)

**PSY202 Principles of Psychology**
This course includes the study of human behavior with special references to research methods, sensation, perception, learning, cognition, mental abilities, personality traits, therapies, mental disorders, and differences in intelligence, aptitude, and social actions. Prerequisite: None. (4 Quarter Credit Hours)

**SCI305 Technology and Society**
This course provides a study of technology’s impact on individuals, groups, and institutions. Special emphasis is given to worker displacement, computer illiteracy, environmental and health issues, depersonalization, computer crime, intellectual property, invasion of privacy and other ethical/legal issues. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

**SCI312 Earth Science**
This course is designed to help students learn the concepts of ecosystem structure and processes, including the role of energy in natural systems and how patterns of evolutionary shifts, ecological succession, and biogeochemical cycling represent natural change in ecosystems. Students identify the causes of adverse environmental change—both natural and human-induced—and critically examine methods for dealing with these changes. Earth Science investigates global warming; ozone destruction; threats to biodiversity; natural resource management and mismanagement; and conventional and alternative energy use. The theme of environmental sustainability as a societal goal ties the course units together. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)
SFS140 Strategies for Success
This course is designed to provide an introduction to important processes associated with the student experience at Daymar College. Additionally, this course helps students build the skills necessary for academic and personal success during their time as a Daymar College student and beyond. Important skills developed in this course include but are not limited to effective use of email, goal setting, time management, leveraging learning styles, note taking, utilizing electronic resources, and managing stress. (4 Quarter Credit Hours or 40 Clock Hours)

SOC201 Introduction to Sociology
This course will introduce the student to the basic concepts and principles of the study of sociology. Focus on the characteristics of group life and the interrelationships between society, culture, and the individual. This course fulfills a general education requirement. Prerequisite: None. (4 Quarter Credit Hours)
# Section Fifteen: Staff & Faculty

## Administrative Staff

### Owensboro Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Lynch</td>
<td>Campus President</td>
</tr>
<tr>
<td>Tim Ferguson</td>
<td>Director of Education</td>
</tr>
<tr>
<td>Michael Rager</td>
<td>Dean of Nursing</td>
</tr>
<tr>
<td>Melissa Thompson</td>
<td>Student Services Representative</td>
</tr>
<tr>
<td>Crystal Hamilton</td>
<td>Area Director of Financial Services</td>
</tr>
<tr>
<td>David Tucker</td>
<td>Director of Career Services (Effective 1/25/16)</td>
</tr>
<tr>
<td>Mike Harrington</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td>Greg Fort</td>
<td>Assistant Director of Admissions</td>
</tr>
<tr>
<td>Marilee Morris</td>
<td>Assistant Director of Admissions</td>
</tr>
<tr>
<td>Barbara Walsh</td>
<td>Assistant Director of Admissions</td>
</tr>
<tr>
<td>Jessica Bramschreiber</td>
<td>Director of First Impressions</td>
</tr>
<tr>
<td>Robin McGinnis</td>
<td>Librarian</td>
</tr>
<tr>
<td>Cliff Johnson</td>
<td>Maintenance Technician</td>
</tr>
</tbody>
</table>

### Bellevue Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Slusher</td>
<td>Campus President/Director of Education (Interim)</td>
</tr>
<tr>
<td>Tyler Stewart</td>
<td>Student Services Representative</td>
</tr>
<tr>
<td>Shannon Gottke</td>
<td>Director of Career Services (Interim)</td>
</tr>
<tr>
<td>Lindsey Piper</td>
<td>Assistant Director of Admissions</td>
</tr>
<tr>
<td>Tyler Stewart</td>
<td>Financial Services Officer</td>
</tr>
<tr>
<td>Natasha Nixon</td>
<td>Director of Admissions</td>
</tr>
</tbody>
</table>

### Madisonville Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tina Lynch</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Teresa Levesque</td>
<td>Campus Dean</td>
</tr>
<tr>
<td>Cayce Spence</td>
<td>Assistant Director of Admissions</td>
</tr>
<tr>
<td>Mary Goodsell</td>
<td>Financial Services Officer</td>
</tr>
</tbody>
</table>
Faculty

Owensboro Full Time Faculty

Shelley Caldwell
Allied Health Academic Program Director
B.S.N., Eastern Kentucky University

Sharon Everly
M.S.N., Chamberlain College of Nursing (Presently completing)
B.S.N., Chamberlain College of Nursing
A.A.S. Nursing, Kentucky Wesleyan College

Stacy Clark
M.S.N., University of Southern Indiana
B.S.N., University of Southern Indiana
A.A.S. Nursing, Kentucky Wesleyan College

Katy Wilborn
Business Management Academic Program Director
M.B.A., National American University
B.S. Management, National American University
A.S., Daymar College

Madisonville Full-Time Faculty

Sara VanVactor
Allied Health
BSN, Murray State University